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City and County of San Francisco

## CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## SPECIAL MEETING MINUTES

JANUARY 6, 1992

ROOM 282 CITY HALL

4:30 p.m.

DOCUMENTS

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### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios

Commissioner Mickins presided.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

The following persons addressed the Commission:

Henry Der, Chinese for Affirmative Action  
Pamela Bailey, Muni Part-timers United in Action  
Alice Villagomez, Ad Hoc Committee of Personnel Administrators





City and County of San Francisco

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## MINUTES OF MEETING

REGULAR MEETING - JANUARY 6, 1992

PART I - 2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins (Item Missed: 35)  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Commissioner Mickins presided over all items except 35.

Commissioner Donovan presided over Item 35 only.

- MINUTES.
- A. Amendment to the Minutes of the Civil Service Commission meeting of November 18, 1991, adopted on December 2, 1991.
- Action: Amend the Civil Service Commission Minutes of November 18, 1991 due to the clerical omission from those Minutes of a portion of the "Commissioners' New Business" related to the status of the General Manager, Personnel and the Commission's jurisdiction in appointing its chief executive officer.
- B. Regular Meeting of December 2, 1991.
- Action: Approve.
- C. Special Meeting of December 2, 1991.
- Action: Approve.

ANNOUNCEMENTS.

1. Due to the legal holidays which occur this month and next month which conflict with Civil Service Commission meeting dates and due to the Salary Standardization process for Fiscal Year 1992-93, the Civil Service Commission has adopted the following meeting schedule for the remainder of January 1992 and for February 1992:

January 20, 1992:                      this meeting is cancelled  
due to the Martin Luther  
King Jr. Birthday Holiday.

January 27, 1992:                      the Civil Service  
Commission will hold a  
Special Meeting for Salary  
Standardization 1992-93.  
Notice of time and location  
will be sent in the near  
future.

February 3, 1992:                      the Commission will meet as  
scheduled.

February 17, 1992:                      this meeting is cancelled  
due to the Presidents' Day  
Holiday.

2. For this meeting, the Civil Service Commission has delayed its consideration of matters on its 3:00 p.m. Separations from the Service agenda (Part II) until 6:30 p.m. Roll Call for the Part II agenda will be held at 6:30 p.m. and the Commission will consider the Part II matters in the order they are listed on the agenda until all matters are heard.

CLASSIFICATION MATTERS

1160-91      Review of request for approval of proposed personal services contract. (Calendar Item No. A).

December 2, 1991:                      Contract Number 278-91/92 over to the  
meeting of January 6, 1992 at the request  
of the Clerk of the Board.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
278-91/92	Board of Supervisors	BPA Economics

Action:              Off calendar at the request of the Clerk of the Board.

CLASSIFICATION MATTERS (cont.)

1163-91     Status rights to employees in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer, per Charter Section 3.503-3. (Calendar Item No. L)

Action:        Over to the meeting of February 3, 1992 at the request of Attorney Sylvia Courtney.

1167-91     Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
309-91/92	Arts Commission	Eleanor Beaton
310-91/92	Arts Commission	Bill Fontana
311-91/92	CAO	Aileen C. Hernandez Associates
312-91/92	CAO	SAIC
313-91/92	Civil Service Commission	Charles B. Compertz, The Compertz Management Group
314-91/92	Commission on Aging	Data Processing and Accounting Services (DPAS)
315-91/92	Controller	S.K. White Consulting
316-91/92	Controller	Tri-Pacific Consulting
317-91/92	Controller	Systemhouse
318-91/92	Controller	S. King Rosen
319-91/92	Fine Arts Museum	Cohrssen Environmental, Inc.
320-91/92	Fire	CORE Corporation
321-91/92	Mayor's Office	Chinatown Youth Services
322-91/92	Mayor's Office	Japanese Community Youth Council (JCYC)
323-/192	Public Health	University of California, S.F

CLASSIFICATION MATTERS (cont.)

1167-91  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
324-91/92	Public Health	University of California, S.F. Urban Health Study
325-91/92	Public Health	UCSF/AIDS Health Project
326-91/92	Public Health	The Support Center
327-91/92	Public Health	The S.F. AIDS Foundation
328-91/92	Public Health	Japanese Community Youth Council
329-91/92	Public Health	Filipino Task Force on AIDS
330-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
331-91/92	Public Health	Bayview Hunter's Point Foundation-Eighteenth Street Services
332-91/92	Public Health	Bayview Hunter's Point Foundation
333-91/92	Public Health	Asian American Health Forum
334-91/92	Public Health	Asian American Recovery Services
335-91/92	Public Health	Physical and Occupational Therapist's Registry, Inc.
336-91/92	Public Health	AT&T Language Line
337-91/92	Public Health	Industrial Emergency Council
338-91/92	Public Health	Bay Area Communication Access
339-91/92	Public Health	Fisher O'Connell Associates, Inc.
340-91/92	Public Health	Caheed Day Care Center
341-91/92	Public Health	UCSF/Center for AIDS Prevention Studies
342-91/92	Public Utilities Commission	EIP Associates



CLASSIFICATION MATTERS (cont.)

1167-91  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
343-91/92	Public Utilities Commission	Booz, Allen and Hamilton
344-91/92	Public Works	Pacific Coast Trane Service
345-91/92	Public Works	Marquis and Associates FAIA
346-91/92	Public Works	Turner Construction Co.
347-91/92	Public Works	James Engineering, Inc.
348-91/92	Public Works	Testing Engineers, Inc.
349-91/92	Public Works	Don Todd Associates
350-91/92	Real Estate	Aesthetic Plant Design
351-91/92	Real Estate	Peninsula Air Conditioning
352-91/92	Real Estate	Pinkerton, Inc.
353-91/92	Real Estate	Amtech Reliable Elevator
354-91/92	Real Estate	Township Building Service
355-91/92	Real Estate	Crane Pest Control
356-91/92	Real Estate	National Guardian
357-91/92	Real Estate	Electronic Detection Systems
358-91/92	SFUSD	3 DI
359-91/92	Social Services	THC Tenderloin Housing Clinic/Homeless Referral
360-91/92	Social Services	S.F. Educational Services
361-91/92	Social Services	The Family School
362-91/92	Social Services	International Institute
363-91/92	Social Services	Travelers Aid S.F./ Emergency Shelter
364-91/92	Social Services	Diane Fritz
365-91/92	Social Services	Central City Hospitality House

CLASSIFICATION MATTERS (cont.)

1167-91  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
366-91/92	Treasurer/Tax Collector	Northern California Title Services
367-91/92	Public Works	Everett Brandon Associates
Action:	1. Contract Number 317-91/92 off calendar at the request of the Controller.	
	2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser (Vote of 4 to 0: Commissioner Uyehara excused from voting on Contract Number 358-91/92 pursuant to Charter Section 3.500).	

1168-91 Classification of positions in various City departments.  
(Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
District Attorney	1	8132 District Attorney Investigative Assistant (Sch. 52.1 \$1169B1414)	Same
City Planning	1	5296 Planner IV, Urban Systems Analyst (Sch. 62.1 \$1890B2297)	Same
	1	5296 Planner IV, Urban Systems Analyst (Sch. 62.1 \$1890B2297)	5294 Planner IV Zoning (Sch. 62.1 \$1890B2297)
Parking & Traffic	6	1705 Communications Dispatcher II (Sch. 49.2 \$1018B1232)	Same
	3	1705 Communications Dispatcher II (Sch. 49.2 \$1018B1232)	1704 Communications Dispatcher I (Sch. 47.2 \$925B1120)
Police	1	5320 Illustrator and Art Designer (Sch. 56.8 \$1463B1773)	Same



CLASSIFICATION MATTERS (cont.)

1168-91  
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Port	1	5268 Architect (Sch. 62.9 \$1965B2388)	Same
Public Works	1	A021 Executive Director, SECF (J, SC \$1946B1946)	Establish Class 1843 Executive Director, Southeast Community Facility Commission (J, Z Sch. 58.7 \$1603B1946) Draft class specification as detailed in the staff report.

AMEND THE FOLLOWING CLASSES:

Existing Class  
Title and Rate

Recommendation

9212 Airfield Safety Officer  
(Sch. 56.0 \$1407B1706)

Amend the class  
specification  
for Class 9212  
Airfield  
Safety Officer.  
Draft class  
specification  
as detailed in  
the staff  
report.

9220 Airport Operations Supervisor  
(Sch. 59.7 \$1682B2043)

Amend the class  
specification  
for Class 9220  
Airport  
Operations  
Supervisor.  
Draft class  
specification  
as detailed in  
the staff  
report.

1168-91  
(cont.)

CLASSIFICATION MATTERS (cont.)

AMEND THE FOLLOWING CLASSES: (cont.)

Existing Class  
Title and Rate

Recommendation

9222 Airport Operations Coordinator  
(Sch. 62.2 \$1899B2309)

Amend the class specification for Class 9222 Airport Operations Coordinator. Draft class specification as detailed in the staff report.

9226 Airport Operations Superintendent  
(Sch. 64.7 \$2145B2607)

Amend the class specification for Class 9226 Airport Operations Superintendent. Draft class specification as detailed in the staff report.

AMENDMENT AND RETITLING OF CLASS SPECIFICATION:

Existing Class  
Title and Rate

Recommendation

8150 Chief Welfare Fraud Investigator  
(Sch. 64.9 \$2166B2632)

Retitle and amend the class specification to 8150 Principal District Attorney's Investigator, Special Unit. Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1168-91  
(cont.)

AMENDMENT AND RETITLING OF CLASS SPECIFICATION: (cont.)

Existing Class  
Title and Rate

Recommendation

9202 Airport Communications Operator  
(Sch. 51.8 \$1152B1394)

Retitle and  
amend the  
class  
specification  
to 9202  
Airport  
Communications  
Dispatcher.  
Draft class  
specification  
as detailed in  
the staff  
report.

9203 Senior Airport Communications Operator  
(Sch. 53.8 \$1267B1535)

Retitle and  
amend the  
class  
specification  
to 9203 Senior  
Airport  
Communications  
Dispatcher.  
Draft class  
specification  
as detailed in  
the staff  
report.

ESTABLISH THE FOLLOWING CLASS:

Recommendation

Establish Class 1674 Director of Accounting and Systems

(J,Z \$3581B3581)

Draft class specification as detailed in the staff report.

1168-91  
(cont.)

CLASSIFICATION MATTERS (cont.)

ABOLISH THE FOLLOWING CLASS:

Recommendation

Abolish Class 1678 Financial Operations Director

(Z, \$4069B4069)

- Action:     1.     Matter related to Class 9212 Airfield Safety Officer referred to staff; over to the meeting of February 3, 1992.
2.     Adopt staff report on all remaining matters.

1170-91     Review of request for approval of proposed personal services contract. (Calendar Item No. C).

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
368-91/92	Mayor's Office	Manatos & Manatos

Action:     Off calendar at the request of the Mayor-Elect.

COMPENSATION MATTERS

2427-91     Request for appointment above the entrance rate for various employees. (Calendar Item No. E)

December 2, 1991:     Matter pertaining to Maria Chavez in Section 1: over to the meeting of January 6, 1992 at the request of Local 790.

1.     PERMANENT AND EXEMPT APPOINTMENT

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Maria Chavez 1487 Financial Aids Assistant	SFCCD	2	2

Action:     Off calendar at the request of staff.

COMPENSATION MATTERS (cont.)

2442-91      Requests for extension of appointment above the entrance rate for various employees. (Calendar Item No. F)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Bong Wong 5218 Structural Engineer	Airport	3	3 6/30/92
H. George Connell 1881 Assistant Director, Systems and Data Processing	Controller	5	5 6/30/92
Maria Gartner 1880 Chief of Systems	Controller	4	4 6/30/92
Ronald J. Kane 1821 Management Information Services Manager	Controller	5	5 6/30/92
Ted Tucker 1850 Senior EDP Auditor	Controller	3	3 6/30/92
Alan Witty 1819 Management Information Systems Specialist III	Controller	5	5 6/30/92
Rumi Ueno 1280 Employee Relations Assistant	Mayor	2	2 6/30/92
Thomas Girlich 1824 Principal Administrative Analyst	Port	2	2 6/30/92
H. Edward Shiels 2660 Administrative Chef	Public Health	5	5 6/30/92
Muhjah Shakir 2548 Occupational Therapist	Public Health	5	5 6/30/92

COMPENSATION MATTERS (cont.)

2442-91  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Joseph Abrego 1819 Management Information Systems Specialist III	Public Health	5	5 6/30/92
Kandyce Collins 1842 Management Assistant	Public Health	4	4 6/30/92
Steven Arcelona 2948 Senior Social Service Supervisor	Social Services	4	4 6/30/92
Claudia Maduro 1807 Management Information Systems Technician II	Social Services	5	5 6/30/92
Kathryn Schmid A982 Vocational Counselor	Social Services	5	5 6/30/92
Lisa Albert 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Harry Blum 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Dennis McCormick- Kovacich 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Randall Rodriquez 3594 Instructional Aide II	SFUSD	5	5 6/30/92

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2456-91      Requests for appointment above the entrance rate for various employees. (Calendar Item No. G)

1.      PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Maria Chavez 1487 Financial Aids Assistant	SFCCD	4	4
Daniel Allen 1406 Senior Clerk	Public Works	5	5
Susan Ferreyra 5260 Architectural Assistant I	Public Works	5	5
Michael Kleiner 2535 Chief, Paramedic Division	Public Health	5	5
Rudolph Hernandez 1113 Deputy General Manager, Retirement System	Retirement	5	5

2.      TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Robert Bodlak 1876 Data Processing Programming and Systems Supervisor	Controller	5	5 6/30/92
Grove Thompson 1866 Systems and Procedures Supervisor	Controller	5	5 6/30/92
Marie Coats A002 Grants Reimbursement Specialist I	Public Works	5	5 6/30/92
Karen Gelman A003 Grants Reimbursement Specialist II	Public Works	5	5 6/30/92



COMPENSATION MATTERS (cont.)

2456-91    2.    TEMPORARY EXEMPT APPOINTMENTS (cont.)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Eric Raznick 1818 Management Information Systems Specialist II	SFCCD	3	3 6/30/92
D. Mei Lon Sam-Tabusa 1246 Principal Personnel Analyst	Police	3	3 6/30/92

Action:      Adopt staff report.

2458-91    Requests for supervisory differential adjustments as provided by  
Section IV.F of the Salary Standardization Ordinance.  
(Calendar Item No. H)

Action:      Adopt staff report; approve supervisory differential  
adjustments; notify departments accordingly.

EXAMINATION MATTERS

3203-90    Appeal of background rejection for Class Q2 Police Officer by  
Edouard D. Marchand. (Calendar Item No. 9)

September 17, 1990:	Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
June 3, 1991:	Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
June 17, 1991:	Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
July 15, 1991:	Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.
August 19, 1991:	Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.



EXAMINATION MATTERS (cont.)

- 3203-90      October 21, 1991:              Over to the meeting of December 2, 1991 at  
(cont.)                              the request of Mr. Marchand's attorney.
- December 2, 1991:              Over to the meeting of January 6, 1992 at  
   the request of Mr. Marchand's attorney.
- Action:              Over to the meeting of February 3, 1992 at the request  
                                 of the San Francisco Police Department.
- 
- 3214-91      Appeal by Patricia Dolan of staff denial of protest of  
                                 oral/performance examination for Class 2940 Child Welfare Worker.  
                                 (Calendar Item No. 10)
- November 4, 1991:              Over to the meeting of November 18, 1991 at  
                                 Ms. Dolan's request.
- November 18, 1991:              Over to the meeting of January 6, 1992 at  
                                 the request of Local 535.
- Action:              Over to the meeting of February 3, 1992 at the request  
                                 of Local 535.
- 
- 3285-91      Appeal of staff's denial of protest of the oral/performance  
                                 examination for Class 7233 Glazier Supervisor I.  
                                 (Calendar Item No. 12)
- Action:              Adopt staff report; deny appeal of Delmar Sanford.
- 
- 3318-91      Request to issue Class 2912 Senior Social Worker announcement on  
                                 promotive only basis for Class 2910 Social Workers employed by the  
                                 Department of Public Health and by the Public Administrator/Public  
                                 Guardian. (Calendar Item No. R)
- Action:              Issue announcemnt for Class 2912 Senior Social Worker on  
                                 a promotive only basis for permanent employees in Class  
                                 2910 Social Worker with two years of experience employed  
                                 at the Department of Public Health and Public  
                                 Administrator/Public Guardian.

EXAMINATION MATTERS (cont.)

- 3328-91 Appeal of staff's denial of protests of examination for Class 7110 Mobile Equipment Assistant Supervisor. (Calendar Item No. 13)
- Action: Adopt staff report, deny appeals of Thomas Assereto, Walter Kelly, Michael B. Jones, and Anthony Sciortino. (all appellants failed to appear).
- 3330-91 Appeal of staff's denial of protest of terms of examination announcement for Class 2948 Senior Social Service Supervisor issued November 8, 1991. (Calendar Item No. 15)
- Action: Adopt staff report; deny appeal of William Beiersdorfer.
- 3331-91 Appeal of staff's denial of protest of terms of examination announcements for Classes 2946 Senior Eligibility Worker Supervisor and 2948 Senior Social Service Supervisor issued November 8, 1991. (Calendar Item No. 14)
- Action: Adopt staff report; deny appeal of David Gabler.
- 3332-91 Appeal of staff's denial of protest of minimum qualifications of the examination announcements for Class 2946 Senior Eligibility Worker Supervisor List A - All Programs except Staff Development, and Class 2946 List B - Staff Development only. (Calendar Item No. 16)
- Action: Off calendar at the request of the Department of Social Services.
- 3578-91 Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (Calendar Item No. S)
- July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.
- August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.
- September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

EXAMINATION MATTERS (cont.)

3578-91

(cont.)

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

Action: Over to the meeting of March 2, 1992 at the request of Mr. Lara's attorney.

3614-91 Appeal of background rejection for Class H2 Firefighter by James A. Smith. (Calendar Item No. 17)

December 2, 1991: Over to the meeting of January 6, 1992 at Mr. Smith's request.

Action: Over to the meeting of February 3, 1992 at Mr. Smith's request.

3616-91 Appeal of background rejection for Class H2 Firefighter by Dennis H. Alvarenga. (Calendar Item No. 22)

Action: Adopt staff report; deny appeal of Dennis H. Alvarenga. (Mr. Alvarenga failed to appear).

3618-91 Appeal of background rejection for Class H2 Firefighter by Ricardo A. del Barrio. (Calendar Item No. 19)

Action: Adopt staff report; deny appeal of Ricardo A. del Barrio.

3619-91 Appeal of background rejection for Class H2 Firefighter by Terence J. Palu. (Calendar Item No. T)

Action: Over to the meeting of February 3, 1992 at the request of Mr. Palu's attorney.

3620-91 Appeal of background rejection for Class H2 Firefighter by Anthony J. Goodin. (Calendar Item No. 21)

Action: Over to the meeting of February 3, 1992 at Mr. Goodin's request.

EXAMINATION MATTERS (cont.)

- 3622-91 Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (Calendar Item No. 18)

Action: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

- 3623-91 Appeal of background rejection for Class H2 Firefighter by Michael J. Neil. (Calendar Item No. 20)

Action: Over to the meeting of February 3, 1992 at the request of Mr. Neil's attorney.

- 3637-91 Challenge of specialized experience qualifications of eligible on Class 7334 Stationary Engineer eligible list E-43. (Calendar Item No. 11)

Action: Over to the meeting of March 2, 1992 at Mr. O'Neill-Jones' request.

IN-SERVICE MATTERS

- 6312-91 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, and proposed addition of new Rule 35 - Temporary Assignment for Limited Duty of Employee with Work-Related Disability. (Calendar Item No. 1)

October 21, 1991: Post pending completion of meet and confer with employee organizations.

Action: Off calendar.

- 6576-91 Status rights for Stephen LaPlante in Class 1824 Principal Administrative Analyst, Department of Public Health. (Calendar Item No. M)

Action: Grant permanent status to Stephen LaPlante to a permanent position in Class 1824 Principal Administrative Analyst, Department of Public Health, subject to serving a one-year entrance probationary period.

IN-SERVICE MATTERS (cont.)

- 6583-91     Status rights for William Haskell in Class 2246 Assistant Director of Clinical Services I, Department of Public Health.  
(Calendar Item No. N)
- Action:     Grant permanent status to William Haskell to a permanent position in Class 2246 Assistant Director of Clinical Services I, Department of Public Health, subject to serving a one-year entrance probationary period.
- 6605-91     Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. Q)
- Action:     Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 6629-91     Ratification of certain personnel actions of the General Manager, Personnel pursuant to Charter Section 3.501.  
(Calendar Item No. P)
- Action:     Approve.
- 6634-91     Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles, to implement Proposition D (November 5, 1991 election). (Calendar Item No. J)
- Action:     Post for adoption at the meeting of February 3, 1992.
- 6635-91     Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.02 - Seniority - Defined, Subsection (E) relating to the breaking of ties in seniority for layoff purposes. (Calendar Item No. K)
- Action:     Post for adoption following completion of meet and confer obligations with employee organizations.

IN-SERVICE MATTERS (cont.)

6645-91 Appeal of staff denial of request by Calvin Fennell for approval of additional employment. (Calendar Item No. 8)

Action: Adopt staff report; deny appeal of Calvin Fennell.  
(Mr. Fennell failed to appear).

6646-91 Status rights for Lawrence Jacobson in Class 4140 Real Property Officer, Real Estate Department.  
(Calendar Item No. 0)

Action: Grant permanent status to Lawrence Jacobson to a permanent position in Class 4140 Real Property Officer, Real Estate Department, subject to serving a one-year entrance probationary period.

GENERAL MANAGER'S REPORT. (Calendar Item No. 6)

- Fiscal Year 1992-93 Preliminary Budget Information, Civil Service Commission.

Off calendar.

- Management Development Unit - Report by the Director of Training.

Report Presented. The Commission directed that the topic of "Performance Evaluation" be continued on calendar for the meeting of February 3, 1992.

- Status of City wide Guidelines on Employee Personnel Records - Report by the Assistant Secretary.

Report Presented by Oscar Ortiz.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 7)

None.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 6, 1992

PART II - 3 p.m.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Gloria C. Barnes, 1446 Secretary II, 44/CPE-23, Department of Public Works, Environmental Health and Safety, 12/12/91.  
(Calendar Item No. 24)

Action: Approve. Reinstate to a position in the class from which promoted (Class 1424 Clerk Typist). Return name to the eligible list for Class 1446 Secretary II as recommended by the Department of Public Works. Not to be employed again by the Department of Public Works.

DISMISSAL OF PERMANENT EMPLOYEE

Jimmie N. Carter, 7449 Sewer Service Worker, 4/CPE-3, Department of Public Works, Street and Sewer Division, 10/3/91. (Calendar Item No. 34)

November 4, 1991: Over to the meeting of December 2, 1991 at Mr. Carter's request.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of the Department of Public Works.

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Adrian A. Diamond, 1424 Clerk Typist, 5/E-327, Adult Probation, Administration Office, 11/12/91. (Calendar Item No. 30)

Action: Return name to the eligible list in Class 1424 Clerk Typist as recommended by the Adult Probation Department. Not to be employed again by the Adult Probation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sandy Kelly, 7450 Shade and Drapery Worker, 1/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 11/19/91. (Calendar Item No. 29)

Action: Over to the meeting of February 3, 1992 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Barbara Mickins, 2830 Public Health Nurse, 18/E-84, Department of Public Health, Community Public Health Services, 8/2/91. (Calendar Item No. 35)

November 4, 1991: Over to the meeting of November 18, 1991 at the request of Local 790.

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health. Over to the meeting of January 6, 1992 at the request of Local 790.

Action: Return name to eligible list in Class 2380 Public Health Nurse.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91. (Calendar Item No. 32)

Action: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91. (Calendar Item No. 28)

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Local 790.

Action: Over to the meeting of February 3, 1992 at the request of the Department of Public Health.



#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jose Pena-Mustell, 2806 Disease Control Investigator, 45/E-12, Department of Public Health, Central Office, 8/15/91. (Calendar Item No. 27)

October 7, 1991: Off calendar at Mr. Pena-Mustell's request. Mr. Pena-Mustell to notify the Assistant Secretary when prepared to proceed. Mr. Pena-Mustell to remain ineligible for all employment in any position covered by the civil service system of the City and County of San Francisco pending final determination of future employability.

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

#### APPEAL OF AUTOMATIC RESIGNATION

Jonathan Pesner, Ph.D., 2574 Clinical Psychologist, 2/E-20, Department of Public Health, Laguna Honda Hospital, 10/30/91. (Calendar Item No. 26)

December 2, 1991: Over to the meeting of January 6, 1992 at Dr. Pesner's request.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to a position in Class 2574 Clinical Psychologist. Dr. Pesner to report for duty no later than January 13, 1992.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Karen Pierce, 2969 Assistant Director, Social Services Programs, 6/CPE-4, Department of Social Services, 11/29/91. (Calendar Item No. 31)

Action: Over to the meeting of February 3, 1992 at Ms. Pierce's request.

#### DISMISSAL OF PERMANENT EMPLOYEE

Patrick Shortis, 7334 Stationary Engineer, 65/CPE-38, Public Utilities Commission, San Francisco Water Department, 8/15/91. (Calendar Item No. 33)

- October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 39.
- October 21, 1991: Over to the meeting of November 18, 1991 at Mr. Shortis' request.
- November 18, 1991: Over to the meeting of January 6, 1992 at Mr. Shortis' request. The Commission stipulated that this was the final continuance.
- Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

#### TERMINATION OF LIMITED TENURE APPOINTMENT

Darryl Watts, 1736 Computer Operator II, LT, Department of Public Health, Central Office, 10/30/91. (Calendar Item No. 25)

- Action: Over to the meeting of February 3, 1992 at the request of Local 21.

#### INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 36)

None.

#### ADJOURNMENT (Calendar Item No. 37)







City and County of San Francisco

## CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES

## SPECIAL MEETING MINUTES

JANUARY 27, 1992

ROOM 52A (BASEMENT) CITY HALL

5 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson

Excused: Commissioner Rios  
Commissioner Uyehara

Commissioner Mickins presided.

### CLASSIFICATION MATTERS

1004-92 Review of request for approval of proposed personal services contract. (Calendar Item No. 1)

#### NUMBER

#### DEPARTMENT

#### CONTRACTOR

369-91/92

Public Works

SOHA/K.N. Tuan (J.V.)

Action: Over to the regular meeting of February 3, 1992.



#### SALARY MATTERS

2007-92      Salary Standardization - Fiscal Year 1992-93. (Calendar Item No. 2)

Action:      Adopt staff report; post for two weeks, forward to the Board of Supervisors.

2012-92      Pay Equity Report for Fiscal Year 1992-93. (Calendar Item No. 3)

Action:      Adopt staff report; forward to the Mayor and the Board of Supervisors with transmittal letters annotated as directed by the Commission. Commissioner Munson appointed a Committee of One to prepare transmittal letters.

#### IN-SERVICE MATTERS

4081-92      Civil Service Commission Preliminary Budget Request, Fiscal Year 1992-93. (Calendar Item No. 4)

No action taken.







City and County of San Francisco

**CIVIL SERVICE COMMISSION**

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

**MINUTES OF MEETING**

REGULAR MEETING - FEBRUARY 3, 1992

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Uyehara

Excused: Commissioner Munson  
Commissioner Rios

Commissioner Mickins presided

- MINUTES.
- A. Regular Meeting of January 6, 1992.  
Action: Approve.
  - B. Special Meeting of January 6, 1992.  
Action: Approve.
  - C. Special Meeting of January 27, 1992.  
Action: Approve.

## ANNOUNCEMENTS.

### A. Executive Session, February 3, 1992, 12 Noon.

The Executive Session scheduled for 12 Noon on February 3, 1992 was cancelled.

### B. Other Announcements.

The Civil Service Commission meeting of February 17, 1992 is cancelled due to the Presidents Day Holiday.

## CLASSIFICATION MATTERS

1004-92 Review of request for approval of proposed personal services contract. (Calendar Item No. K)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
369-91/92	Public Works	SOHA/K.N. Tuan (J.V.)
January 27, 1992:	Over to the regular meeting of February 3, 1992.	
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1006-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
370-91/92	Controller	DAPRU, Inc.
371-91/92	Controller	J. Umbay and Associates
372-91/92	Mayor's Office	Real Alternatives Program, Inc.
373-91/92	Mayor's Office	Chinatown Youth Center
374-91/92	Mayor's Office	Visitacion Valley Community Center
375-91/92	Mayor's Office	San Francisco S.A.F.E.
376-91/92	Mayor's Office	Ella Hill Hutch Community Center

CLASSIFICATION MATTERS (cont.)

1006-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
377-91/92	Mayor's Office	Potrero Hill Neighborhood House
378-91/92	Mayor's Office	Bayview-Hunter's Point Foundation
379-91/92	Mayor's Office	O.M.I. Pilgrim Community Center
380-91/92	Mayor's Office	OMI Pilgrim Center
381-91/92	Public Health	UCSF/AIDS Health Project
382-91/92	Public Health	UCSF/AIDS Health Project
383-91/92	Public Health	Bay Area Medical Transcription
384-91/92	Public Health	California Medical Transcription, Inc.
385-91/92	Public Health	Center on Juvenile and Criminal Justice, Inc.
386-91/92	Public Health	Eclectic Communications, Inc.
387-91/92	Public Health	Forensic Health Care, Inc.
388-91/92	Public Health	Shanti Project
389-91/92	Public Health	Shanti Project
390-91/92	Public Health	UCSF/AIDS Health Project
391-91/92	Public Health	San Francisco AIDS Foundation
392-91/92	Public Health	Home Care Companions, Inc.
393-91/92	Public Health	Bayview Hunters Point Foundation
394-91/92	Public Health	MedCal Data Systems, Inc.
395-91/92	Public Utilities Commission	S.F. League of Urban Gardeners (S.L.U.G.)

CLASSIFICATION MATTERS (cont.)

1006-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
396-91/92	Public Utilities Commission	Brown, Vence & Associates
397-91/92	Public Utilities Commission	McLeod & Associates
398-91/92	Public Utilities Commission	David M. Dornbusch & Company
399-91/92	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
400-91/92	Public Utilities Commission	Manna Consultants, Inc.
401-91/92	Public Utilities Commission	Murray, Burns & Kienlen
402-91/92	Public Utilities Commission	Jackson Research Projects
403-91/92	Public Utilities Commission	Geo/Resource Consultants, Inc.
404-91/92	Real Estate	Clifford Associates
405-91/92	Retirement	Provident Investment Counsel
406-91/92	Retirement	Dietche & Field dvisers, Inc.
407-91/92	Retirement	Lehman Ark Management Co.
408-91/92	Social Services	Alternative Family Services, Inc.
409-91/92	Social Services	Ruth Rankin
410-91/92	Social Services	Diane Fritz
411-91/92	Social Services	Nailah House, Inc.
412-91/92	Social Services	Hickman Homes, Inc.
413-91/92	Social Services	Robert L. Tufel

CLASSIFICATION MATTERS (cont.)

1006-92  
(cont.)

The following proposed personal services contract summary is from the Department of Public Health with Short-Doyle funding.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
414-91/92	Public Health	S.F. Drug Abuse Advisory Board, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1007-92 Classification of positions in various City departments.  
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Controller	1	1652 Senior Accountant (Sch. 54.6 \$1316B1596)	Same
Convention Facilities Management	1	A520 Director, Convention Facilities (J, \$3169B3169)	Establish Class 1103 Director, Convention Facilities (J,Z \$3169B3169) Draft class specification as detailed in the staff report.
Airport	1	1824 Principal Administrative Analyst (Sch. 63.3 \$2004B2435)	Establish Class 9245 Airport Business Development Coordinator (Sch. 63.3 \$2004B2435) Draft class specification as detailed in the staff report.

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

- 1163-91 Status rights to employees in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer, per Charter Section 3.503-3. (Calendar Item No. E)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Attorney Sylvia Courtney.

Action: Over to the meeting of March 2, 1992 at the request of attorney Sylvia Courtney.

- 1168-91 Classification of action on Airfield Safety Officer. (Calendar Item No. B)

Existing Class  
Title and Rate

9212 Airfield Safety Officer  
(Sch. 56.0 S1407B1706)

Recommendation

Amend the class specification for Class 9212 Airfield Safety Officer.  
Draft class specification as detailed in the staff report.

January 6, 1992: Matter related to Class 9212 Airfield Safety Officer referred to staff; over to the meeting of February 3, 1992.

Action: Adopt staff report.

COMPENSATION MATTERS

- 2018-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Pauline Fisher 2708 Custodian	SFUSD	5	5

COMPENSATION MATTERS (cont.)

2018-92  
(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kenneth Ford 2708 Custodian	SFUSD	5	5
John F. Conrad 9381 Director, Internal Services	Port	5	5
James A. Fong 5360 Civil Engineering Assistant I	Public Utilities Commission	5	5
Vallan Tyree 8158 Family Support Investigator II	District Attorney	5	5
Ronald Espinoza 8321 Counselor, Boys Ranch School	Juvenile Probation	5	5
Craig Jacobsen 8176 Trial Attorney	District Attorney	5	5
All Appointments in Class 3453 Assistant Agricultural Commissioner-Sealer of Weights and Measures	Agriculture Commission	5	5

Action: Adopt staff report.

EXAMINATION MATTERS

3023-92 Appeal of staff's denial of protest of score for examination in Class 2895 Deputy Director of Health, Mental Health Programs. (Calendar Item No. 19)

Action: Adopt staff report; deny appeal of Ray Rivera (Mr. Rivera failed to appear).



EXAMINATION MATTERS (cont.)

3203-90 Appeal of background rejection for Class Q2 Police Officer by  
Edouard D. Marchand. (Calendar Item No. 9)

September 17, 1990: Off calendar at the request of appellant.  
Mr. Marchand to notify the Assistant  
Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the  
request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by  
mutual agreement between the San Francisco  
Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at  
the request of Mr. Marchand's attorney due  
to lack of a full Commission.

August 19, 1991: Over to the meeting of October 21, 1991 at  
the request of Mr. Marchand's attorney.

October 21, 1991: Over to the meeting of December 2, 1991 at  
the request of Mr. Marchand's attorney.

December 2, 1991: Over to the meeting of January 6, 1992 at  
the request of Mr. Marchand's attorney.

January 6, 1992: Over to the meeting of February 3, 1992 at  
the request of the San Francisco Police  
Department.

Action: Over to the meeting of March 2, 1992 at the request of  
the San Francisco Police Department due to lack of a  
full Commission.

3214-91 Appeal by Patricia Dolan of staff denial of protest of  
oral/performance examination for Class 2940 Child Welfare Worker.  
(Calendar Item No. 18)

November 4, 1991: Over to the meeting of November 18, 1991 at  
Ms. Dolan's request.

November 18, 1991: Over to the meeting of January 6, 1992 at  
the request of Local 535.

January 6, 1992: Over to the meeting of February 3, 1992 at  
the request of Local 535.

Action: Over to the meeting of March 2, 1992 at the request of  
Local 535.

EXAMINATION MATTERS (cont.)

- 3321-91 Appeal of staff's denial of protest concerning the oral/performance examination for Class 1805 Associate Performance Auditor and Class 1801 Supervising Performance Auditor. (Calendar Item No. 20)

Action: Over to the meeting of March 2, 1992 at the request of Ms. Nzinga Nyagua's attorney.

- 3324-91 Appeal of background rejection for Class Q2 Police Officer by Charles Smith. (Calendar Item No. 10)

Action: Over to the meeting of March 2, 1992.

- 3329-91 Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (Calendar Item No. 11)

Action: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.

- 3525-91 Appeal of background rejection for Class Q2 Police Officer by Jon R. Tocchini. (Calendar Item No. 12)

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of Police (Mr. Tocchini failed to appear).

- 3614-91 Appeal of background rejection for Class H2 Firefighter by James A. Smith. (Calendar Item No. 13)

December 2, 1991: Over to the meeting of January 6, 1992 at Mr. Smith's request.

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Smith's request.

Action: Over to the meeting of March 2, 1992 at Mr. Smith's request.

EXAMINATION MATTERS (cont.)

3619-91 Appeal of background rejection for Class H2 Firefighter by Terence J. Palu. (Calendar Item No. 17)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Mr. Palu's attorney.

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

3620-91 Appeal of background rejection for Class H2 Firefighter by Anthony J. Goodin. (Calendar Item No. 16)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Goodin's request.

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

3622-91 Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (Calendar Item No. 14)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

Action: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.

3623-91 Appeal of background rejection for Class H2 Firefighter by Michael J. Neil. (Calendar Item No. 15)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Mr. Neil's attorney.

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

# IN-SERVICE MATTERS

- 4108-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to one (1) year. (Calendar Item No. I)

Action: Post for adoption.

- 4115-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to eighteen (18) months. (Calendar Item No. J)

Action: Post for adoption.

- 4129-92 Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. F)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 4130-92 Consideration of the City and County Employee Performance Evaluation System. (Calendar Item No. 8)

Action: Over to the meeting of March 2, 1992.

- 6634-91 Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles, to implement Proposition D (November 5, 1991 election). (Calendar Item No. G)

January 6, 1992: Post for adoption at the meeting of February 3, 1992.

Action: Adopt.

IN-SERVICE MATTERS (cont.)

- 6635-91 Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.02 - Seniority - Defined, Subsection (E) relating to the breaking of ties in seniority for layoff purposes. (Calendar Item No. H)

January 6, 1992: Post for adoption following completion of meet and confer obligations with employee organizations.

Action: Adopt.

GENERAL MANAGER'S REPORT. (Calendar Item No. 6)

- Examination Division: Report by the Division Manager.

Over to the meeting of March 2, 1992.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 7)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 3, 1992

PART II - 3 p.m.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Susie Bender, 2110 Medical Records Clerk, 2/CPE-17, Department of Public Health, San Francisco General Hospital Medical Center, 12/31/91. (Calendar Item No. 28)

Action: Over to the meeting of March 2, 1992 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Johanna Francis, 1720 Data Entry Operator, HOP-1/11-U, Department of Public Health, AIDS Office, 12/20/91. (Calendar Item No. 30)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

Maria T. Guerrero, 1424 Clerk Typist, 18/E-42, Treasurer/Tax Collector, 12/5/91. (Calendar Item No. 32)

Action: Over to the meeting of March 16, 1992 at Ms. Guerrero's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sandy Kelly, 7450 Shade and Drapery Worker, 1/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 11/19/91. (Calendar Item No. 27)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 790.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.



#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Estela Lima, 2302 Orderly, 21/E-331, Department of Public Health, Laguna Honda Hospital, 9/20/91. (Calendar Item No. 23)

October 21, 1991: Over to the meeting of November 4, 1991 at the request of Department of Public Health.

November 4, 1991: Off calendar at the request of the Department of Public Health.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

#### DISMISSAL OF PERMANENT EMPLOYEE

Ricardo Mena, 7514 General Laborer, 63/E-5, Public Utilities Commission, San Francisco Municipal Railway, 12/20/91. (Calendar Item No. 34)

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91. (Calendar Item No. 25)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

Action: Over to the meeting of March 2, 1992 at Ms. Moy's request.



#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91. (Calendar Item No. 24)

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Local 790.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the Department of Public Health.

Action: Over to the meeting of March 2, 1992 by Commission action. The Director of Health is requested to direct that Mr. Orzynski's immediate supervisor be present on March 2, 1992 to testify in this matter before the Commission.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Karen Pierce, 2969 Assistant Director, Social Services Programs, 6/CPE-4, Department of Social Services, 11/29/91. (Calendar Item No. 26)

January 6, 1992: Over to the meeting of February 3, 1992 at Ms. Pierce's request.

Action: Over to the meeting of March 2, 1992 by Commission action. The General Manager of the Department of Social Services is requested to direct that Ms. Pierce's immediate supervisor be present on March 2, 1992 to testify in this matter before the Commission.

#### TERMINATION OF TEMPORARY APPOINTMENT

Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91. (Calendar Item No. 31)

Action: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

#### DISMISSAL OF PERMANENT EMPLOYEE

Reginald Stuart, 2736 Porter, 100/E-52, Department of Public Health, Laguna Honda Hospital, 12/24/91. (Calendar Item No. 33)

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Cornelis van Aalst, 2110 Medical Records Clerk, 13/E-17, Department of Public Health, San Francisco General Hospital Medical Center, 11/22/91. (Calendar Item No. 29)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

#### TERMINATION OF LIMITED TENURE APPOINTMENT

Darryl Watts, 1736 Computer Operator II, LT, Department of Public Health, Central Office, 10/30/91. (Calendar Item No. 22)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 21.

Action: Over to the meeting of March 2, 1992 at the request of the Department of Public Health.

#### INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 35)

None.

#### ADJOURNMENT (Calendar Item No. 36)







City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## **SPECIAL MEETING MINUTES**

FEBRUARY 3, 1992

ROOM 282, SECOND FLOOR, CITY HALL

2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Uyehara

Excused: Commissioner Munson  
Commissioner Rios

Commissioner Mickins presided.

DOCUMENTS

FEB 7 1992

SAN FRANCISCO  
PUBLIC LIBRARY

4081-92 Civil Service Commission Budget Request, for Fiscal Year 1992-93.  
(Calendar Item No. 34A)

January 27, 1992: No action taken.

Action: Approve; forward to the Office of the Mayor.





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## **SPECIAL MEETING MINUTES**

FEBRUARY 3, 1992

ROOM 282 CITY HALL

4:30 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Uyehara

Excused: Commissioner Munson  
Commissioner Rios

Commissioner Mickins presided.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

Action: Over to a Special Meeting on March 2, 1992 at 1:30 p.m.







City and County of San Francisco

## CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## SPECIAL MEETING MINUTES

MARCH 2, 1992

ROOM 282 CITY HALL

1:30 p.m.

DOCUMENTS DEPT.

MAR 10 1992

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### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Mickins presided.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

February 3, 1992: Over to a Special Meeting on March 2, 1992 at 1:30 p.m.

The folowing persons addressed the Commission:

1. Evelyn Hogan-Jackson, Affirmative Action Coordinator, Civil Service Commission.
2. Edward Gazzano, Director of Personnel, Department of Public Health, representing the Ad Hoc Committee of Personnel Administrators.



— FROM —

**SAN FRANCISCO CIVIL SERVICE COMMISSION**  
151 CITY HALL . SAN FRANCISCO, CALIFORNIA 94102

To





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

GRANT S. MICKINS, PRESIDENT  
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ALBERT C. WALKER, ASSISTANT SECRETARY

## **MINUTES OF MEETING**

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 2, 1992

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Mickins presided

MINUTES:

A. Regular Meeting of February 3, 1992.

Action: Approve.

B. Special Meeting of February 3, 1992, 2 p.m.

Action: Approve.

## ANNOUNCEMENTS:

### A. Executive Session, February 19, 1992.

The Civil Service Commission met in closed session on Wednesday, February 19, 1992 at 5 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were Commissioners Mickins, Munson and Rios.

The Commission instructed its labor relations negotiator.

### B. Executive Session, March 2, 1992.

The Civil Service Commission met with the City Attorney in closed session on Monday, March 2, 1992 at 12 Noon in Room 154C City Hall pursuant to Sections 54956.9 and 54957.6 of the Government Code of the State of California to discuss pending litigation in the matter of Loomis v. Silverman, et al. (Appeals Court No. A049481/Superior Court No. 811-096) and to instruct its labor negotiator on labor relations issues.

In the Loomis matter:

Present were Commissioners Mickins, Donovan, and Uyehara.

The Commission approved the settlement negotiated by the City Attorney.

In the Labor Relations Issue:

Present were Commissioners Mickins, Donovan, and Uyehara.

The Commission instructed its labor negotiator.

### C. Other Announcements.

None.

## CLASSIFICATION MATTERS

1013-92 Proposed Charter amendment transferring functions and personnel of the County Clerk to the Department of Governmental Services, City and County of San Francisco. (Calendar Item No. 1)

Action: Adopt staff report. Endorse Charter amendment relating to transferring functions and personnel of the County Clerk to the Department of Governmental Services, City and County of San Francisco (File No. 273-91-1).



CLASSIFICATION MATTERS (cont.)

- 1014-92 Proposed Charter amendment (First Draft; Board File No. 257-91-1) amending Section 3.551 relating to the exempt appointment of the Chief Veterinarian of the Zoo, Recreation and Park Department. (Calendar Item No. M)

Action: Adopt staff report; endorse proposed Charter amendment amending Section 3.551 relating to the appointment and removal of the Chief Veterinarian of the Zoo, Recreation and Park Department.

- 1017-92 Request from the Department of Public Health to amend and retitle the specification for Class 2302 Orderly. (Calendar Item No. F)

Action: Adopt staff report.

1. Amend and retitle the specification for Class 2302 Orderly (Sch. 49.3 \$1022B1237). Salary and status of incumbents remains unchanged.
2. Amend the Annual Salary Ordinance Sections 072000, 830220, 830240, 850000, and 860100.

- 1020-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
415-91/92	Arts Commission	Mark Di Suvero
416-91/92	Arts Commission	National Assembly of Local Arts Agencies (NALAA)
417-91/92	California Academy of Sciences	Eugene Lew and Associates
418-91/92	Human Rights Commission	Project Sentinel
419-91/92	Public Health	S.F. Project Inform
420-91/92	Public Health	S.F. Suicide Prevention
421-91/92	Public Health	Shanti Project
422-91/92	Public Health	Shanti Project

CLASSIFICATION MATTERS (cont.)

1020-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
423-91/92	Public Health	Shanti Project
424-91/92	Public Health	St. Mary's Hospital and Medical Center
425-91/92	Public Health	University of California, Center on Deafness
426-91/92	Public Health	University of California, S.F., AIDS Health Project
427-91/92	Public Health	University of the Pacific School of Dentistry
428-91/92	Public Health	Westside Community Mental Health Center
429-91/92	Public Health	Catholic Charities of San Francisco
430-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
431-91/92	Public Health	Continuum HIV Day Services
432-91/92	Public Health	National Association of Black and White Men Together/EACH
433-91/92	Public Health	Larkin Street Youth Center
434-91/92	Public Health	National Association of Black and White Men Together (NABWMT)
435-91/92	Public Health	Project Open Hand
436-91/92	Public Health	Project Open Hand
437-91/92	Public Health	S.F. AIDS Foundation
438-91/92	Public Health	S.F. Community Clinic Consortium
439-91/92	Public Health	S.F. Food Bank
440-91/92	Public Health	AIDS Legal Referral Panel

CLASSIFICATION MATTERS (cont.)

1020-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
441-91/92	Public Health	Bayview Hunter's Point Foundation (AIAI)
442-91/92	Public Health	AIDS Indigent Direct Services
443-91/92	Public Health	AIDS Indigent Direct Services
444-91/92	Public Health	AIDS Benefits Counselors
445-91/92	Public Health	AIDS Emergency Fund
446-91/92	Public Health	Health Outreach Team
447-91/92	Public Health	Hartford Street Zen Center
448-91/92	Public Health	Golden Gate Community/Bridge for Kids
449-91/92	Public Health	Gay Asian Pacific Alliance Community HIV Project
450-91/92	Public Health	Family Service Agency of San Francisco
451-91/92	Public Health	El Instituto Familiar de la Raza
452-91/92	Public Health	Catholic Charities of S.F.
453-91/92	Public Health	California Pacific Medical Center/Operation Concern
454-91/92	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice
455-91/92	Public Health	Physical and Occupational Therapy Registry
456-91/92	Public Health	Bayview Hunter's Point Foundation
457-91/92	Public Health	Bay Area Addiction Research and Treatment (BAART)
458-91/92	Public Health	Haight Ashbury Free Medical Clinic

CLASSIFICATION MATTERS (cont.)

1020-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
459-91/92	Public Health	Westside Community Mental Health
460-91/92	Public Health	UCSF-Division of Adolescent Medicine-Teen Clinic
461-91/92	Public Health	Bay Area Addiction Research and Treatment (BAART)
462-91/92	Public Health	Community Board Program, Inc.
463-91/92	Public Works	Michael Willis, Architect
464-91/92	Public Works	A.G.S., Inc.
465-91/92	Public Works	Testing Engineers, Inc.
466-91/92	Public Works	Martinez Autocad Training Center
467-91/92	Real Estate	Hamilton/Simons and Associates
468-91/92	Real Estate	The Maclin Group
469-91/92	Real Estate	Valuation Associates
470-91/92	Real Estate	F. Dean Bailey-Real Estate
471-91/92	Social Services	Visions, Inc.
472-91/92	Social Services	Family Service Agency
473-91/92	Social Services	S.F. Child Abuse Council
474-91/92	Social Services	Independent Housing Services
475-91/92	Social Services	St. Vincent de Paul
476-91/92	Public Works	ARCOST/CPM GROUP

CLASSIFICATION MATTERS (cont.)

1020-92  
(cont.)

The following proposed personal services contract summary is from the Department of Public Health with Short-Doyle funding:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
477-91/92	Public Health	Horizons Unlimited of S.F., Inc.
478-91/92	Public Health	Ramsell Corporation
Action:	1.	Contract 474-91/92 off calendar at the request of Department of Social Services.
	2.	Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

1021-92      Classification of positions in various City departments.  
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Social Services	1	7524 Institution Utility Worker (Sch. 47.2 \$925B1120)	Same
	11	1426 Senior Clerk Typist (Sch. 47.9 \$956B1158)	Same
	68	2905 Senior Eligibility Worker (Sch. 51.7 \$1147B1388)	Same
	13	2907 Eligibility Worker Supervisor (Sch. 55.0 \$1342B1626)	Same
	1	2946 Senior Eligibility Worker Supervisor (Sch. 59.5 \$1666B2023)	Same
Public Health/SFGH	1	9744 Staff Assistant VI, Special Project (\$2091B2091)	1824 Principal Administrative Analyst (Sch. 63.3 \$2004B2435)

CLASSIFICATION MATTERS (cont.)

1021-92  
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/DMSF	1	2588 Health Worker IV (Sch. 52.6 \$1197B1450)	1840 Junior Management Assistant (Sch. 52.3 \$1180B1429)
Public Health/DMSF	1	2322 Head Nurse (\$2135B2754)	Same
	1	2322 Head Nurse (\$2135B2754)	Same
PUC/Water	1	A887 Assistant Superintendent, Water Treatment Facilities (J, \$2014B2449)	Establish new Class 5148 Assistant Superintendent, Water Treatment Facilities (J,Z Sch. 63.4 \$2014B2449)

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
9148 Director of Community Affairs, Municipal Railway (Sch. 65.6 \$2242B2726)	Retitle and amend the class specification to 9148 Director of Community Affairs. Draft class specification as detailed in the staff report.
<p>Action:</p> <ol style="list-style-type: none"> <li>1. Matter related to Class 9148 Director of Community Affairs, Municipal Railway, off calendar at the request of the Public Utilities Commission.</li> <li>2. Adopt staff report on remaining items.</li> </ol>	



CLASSIFICATION MATTERS (cont.)

- 1022-92 Request from the Public Utilities Commission, Hetch Hetchy Water and Power, to use a class in the Staff Assistant, Special Project series to perform computer modeling and training services. (Calendar Item No. G)

Action: Adopt staff report.

1. Approve use of Class 9742 Staff Assistant V, Special Project (\$1812 bi-weekly) to perform computer modeling and training services at the Public Utilities Commission, Hetch Hetchy Water and Power through June 30, 1993 pending further review and the possible creation of a new classification.
2. Authorize the temporary exempt appointment of James Bowen through June 30, 1993.

- 1163-91 Status rights to employees in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer, per Charter Section 3.503-3. (Calendar Item No. E)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of attorney Sylvia Courtney.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of attorney Sylvia Courtney.

Action: Adopt staff report. Grant status to all permanent incumbents in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer as of January 1, 1992, provided that the individuals comply with the provisions enumerated in Charter Section 3.530-3, as amended on November 5, 1991.

COMPENSATION MATTERS

- 2038-92 Reconsideration of staff denial of internal adjustment to restore a 2.0 step (10%) differential between Classes 3417 Gardener and 7514 General Laborer. (Calendar Item No. 33)

Action: Over to the meeting of March 16, 1992 at the request of Attorney John Anderson.



COMPENSATION MATTERS (cont.)

2039-92    Reconsideration of staff denial to grant 2.0 steps internal adjustment to Classes 1812 Assistant Retirement Analyst and 1813 Retirement Analyst. (Calendar Item No. 34)

Action:      Adopt staff report; deny request.

2041-92    Reconsideration of staff denial to restore parity between Classes 4306 Collections Officer and 1637 Patient Accounts Clerk and adjust Class 4308 Senior Collections Officer and 4366 Collection Supervisor accordingly. (Calendar Item No. 35)

Action:      Adopt staff report; deny request.

2046-92    Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1.      PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Joan Schwartz 2574 Clinical Psychologist	Public Health	5	5
Ann Clay 1516 Confidential Secretary to the Superintendent, SFCCD	SFCCD	5	5
Albert Diaz 2145 Hospital Associate Administrator	Public Health	5	5
Hadley Roff 1580 Executive Deputy, Mayor's Office	Mayor's Office	3	3
Pamela Satterwhite 1549 Secretary, Juvenile Probation Commission	Juvenile Probation	2	2
Chloe Torres 8132 District Attorney Investigative Assistant	District Attorney	3	3

COMPENSATION MATTERS (cont.)

2046-92  
(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Mark Yesitis 9209 Airport Police Services Aide	Airport	3	3
All Appointments in Class 2536 Respiratory Care Practitioner	Public Health	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Delores McCray 1824 Principal Administrative Analyst	Airport	3	3 6/30/92
Mele Smith 2591 Health Program Coordinator II	Public Health	4	4 6/30/92
Debra Thayer 1874 Senior Programmer Analyst	Controller	5	5 6/30/92
Joseph Collins 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Samuel Haskins 8162 Rent Board Hearing Officer	Rent Board	2	2 6/30/92
Arthur DeLeon 6138 Industrial Hygienist	Public Health	4	4 6/30/92
Larry Woodside 1819 MIS Specialist III	Public Health	4	4 6/30/92
As Needed appointments in Class 2542 Speech Pathologist	Public Health	4	4 6/30/92

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2052-92 Reconsideration of staff denial of a request for an internal adjustment for Class 2532 Paramedic. (Calendar Item No. 36)

Action: Staff directed to insure that Class 2532 Paramedic receives a salary adjustment of 14%. If the salary standardization increase for Fiscal Year 1992-93 is less than 14%, the staff is authorized to supplement that increase with an internal adjustment to bring the total increase to 14%.

2053-92 Reconsideration of staff denial of a request from Operating Engineers, Local 3, on behalf of the Deputy Sheriffs Association for payment of a jail premium. (Calendar Item No. 37)

Action: 1. Over to the meeting of March 16, 1992 by Commission action.  
2. Refer to the City Attorney for a written opinion.

2056-92 Reconsideration of staff denial of a request for a salary adjustment for Class 3208 Pool Lifeguard. (Calendar Item No. 38)

Action: Adopt staff report; deny request.

2062-92 Reconsideration of staff denial of a request for an internal adjustment for Class 7206 Asbestos Worker III. (Calendar Item No. 39)

Action: Over to the meeting of March 16, 1992 as a Special Order of Business at 3 p.m. (due to lack of a quorum).

2069-92 Salary adjustments arising out of the Salary Standardization process for 1992-93. (Calendar Item No. 32)

Action: 1. Matter related to Class 1554 Administrative Secretary, Public Utilities Commission (Item 2 of staff report) over to the meeting of March 16, 1992 at the request of the Public Utilities Commission.

COMPENSATION MATTERS (cont.)

2069-92  
(cont.)

2. Adopt staff report on remaining items; notify and forward to the Board of Supervisors.

2070-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. D)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3025-92 Appeal of background rejection for Class Q2 Police Officer by Anne F. McConnon. (Calendar Item No. 18)

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

3035-92 Appeal of background rejection for Class Q2 Police Officer by Geary J. Horikiri. (Calendar Item No. 19)

Action: Over to the meeting of March 16, 1992 by Commission action.

3040-92 Appeals of staff denial of protests of oral examination for Class Q2 Police Officer. (Calendar Item No. 20)

- Action:
1. Adopt staff report; deny appeal of Patrick E. Hannigan (Mr. Hannigan failed to appear).
  2. Appeals of Josie Y. Dea and Leon K. Jew over to the meeting of March 16, 1992.

EXAMINATION MATTERS (cont.)

3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 15)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

August 19, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

October 21, 1991: Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Police Department.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the San Francisco Police Department due to lack of a full Commission.

Action: Over to the meeting of April 6, 1992 at the request of Mr. Marchand's attorney due to lack of a full Commission.

3214-91 Appeal by Patricia Dolan of staff denial of protest of oral/performance examination for Class 2940 Child Welfare Worker. (Calendar Item No. 12)

November 4, 1991: Over to the meeting of November 18, 1991 at Ms. Dolan's request.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Local 535.

EXAMINATION MATTERS (cont.)

3214-91  
(cont.)

- January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 535.
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Local 535.
- Action: Adopt staff report; deny appeal of Patricia Dolan.  
(Vote of 3 to 1: Commissioner Uyehara dissents).

3321-91 Appeal of staff's denial of protest concerning the oral/performance examination for Class 1805 Associate Performance Auditor and Class 1801 Supervising Performance Auditor. (Calendar Item No. 13)

- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Ms. Nzinga Nyagua's attorney.
- Action: Over to the meeting of April 6, 1992 by Commission action. All eligibles to be notified of this meeting and the potential affect on them of this pending matter.

3324-91 Appeal of background rejection for Class Q2 Police Officer by Charles Smith. (Calendar Item No. 16)

- February 3, 1992: Over to the meeting of March 2, 1992.
- Action: Over to the meeting of April 20, 1992 at the request of Mr. Smith's attorney.

3329-91 Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (Calendar Item No. 17)

- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.
- Action: Over to the meeting of March 16, 1992 at Mr. Couch's request.



EXAMINATION MATTERS (cont.)

3578-91 Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (Calendar Item No. 21)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

January 6, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Lara's attorney.

Action: Over to the meeting of March 16, 1992 at the request of Mr. Lara's attorney.

3614-91 Appeal of background rejection for Class H2 Firefighter by James A. Smith. (Calendar Item No. 22)

December 2, 1991: Over to the meeting of January 6, 1992 at Mr. Smith's request.

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Smith's request.

February 3, 1992: Over to the meeting of March 2, 1992 at Mr. Smith's request.

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department (Mr. Smith failed to appear).

3622-91 Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (Calendar Item No. 23)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.

Action: Over to the meeting of March 16, 1992 at the request of Mr. Khatami's attorney.

### EXAMINATION MATTERS (cont.)

- 3637-91 Challenge of specialized experience qualifications of eligible on Class 7334 Stationary Engineer eligible list E-43. (Calendar Item No. 11)

January 6, 1992: Over to the meeting of March 2, 1992 at Mr. O'Neill-Jones' request.

Action: Adopt staff report; deny appeal of Charles O'Neill-Jones (Mr. O'Neill-Jones failed to appear).

### IN-SERVICE MATTERS

- 4108-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to one (1) year. (Calendar Item No. H)

February 3, 1992: Post for adoption.

Action: Adopt.

- 4130-92 Consideration of the City and County Employee Performance Evaluation System. (Calendar Item No. 9)

February 3, 1992: Over to the meeting of March 2, 1992.

- Action:
1. Report presented by Anne Godfrey, Director of Training, Civil Service Commission Management Development Unit.
  2. The Commission directed that a Rule change be prepared for posting relating to the certification by each department on an annual basis of completion of all required performance evaluations.
  3. The Commission directed that this item be recalendared at its meeting of July 6, 1992.

- 4244-92 Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. L)



IN-SERVICE MATTERS (cont.)

4244-92  
(cont.)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4250-92 Future employability of Curt Svitak, Class 2930 Psychiatric Social Worker, Department of Public Health. (Calendar Item No. K)

Action: Adopt staff report; no future employment with the Department of Public Health.

4251-92 Request for hearing from Kitrina O'Shea regarding separation from her non-civil service appointment. (Calendar Item No. 10)

Action: Deny staff report; grant appeal; return name to the list.

4259-92 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence. (Calendar Item No. J)

Action: Post for adoption following meet and confer with employee organizations.

GENERAL MANAGER'S REPORT. (Calendar Item No. 7)

- Examination Division: Report by the Division Manager.

February 3, 1992: Over to the meeting of March 2, 1992.

Report presented by Ray Wong, Division Manager, Civil Service Commission Examination Division.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 8)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 2, 1992

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Susie Bender, 2110 Medical Records Clerk, 2/CPE-17, Department of Public Health, San Francisco General Hospital Medical Center, 12/31/91. (Calendar Item No. 29)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Local 790.

Action: Over to the meeting of March 16, 1992 by Commission action as a Special Order of Business at 3 p.m.

DISMISSAL OF PERMANENT EMPLOYEE

Edgar Orantes, 3302 Vendor, 18/E-5, Recreation and Park Department, 1/17/92. (Calendar Item No. 31)

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91. (Calendar Item No. 28)

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Local 790.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the Department of Public Health.

February 3, 1992: Over to the meeting of March 2, 1992 by Commission action. The Director of Health is requested to direct that Mr. Orzynski's immediate supervisor be present on March 2, 1992 to testify in this matter before the Commission.

Action: Place name on reemployment register. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gladys Palma, 1426 Senior Clerk Typist, 13/CPE-206, Department of Public Works, Building Inspection, 11/13/90. (Calendar Item No. 27)

February 4, 1991: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity Unit.

Action: Return name to the eligible list in Class 1426 Senior Clerk Typist. Not to be employed again by the Department of Public Works.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Karen Pierce, 2969 Assistant Director, Social Services Programs, 6/CPE-4, Department of Social Services, 11/29/91. (Calendar Item No. 30)

January 6, 1992: Over to the meeting of February 3, 1992 at Ms. Pierce's request.

February 3, 1992: Over to the meeting of March 2, 1992 by Commission action. The General Manager of the Department of Social Services is requested to direct that Ms. Pierce's immediate supervisor be present on March 2, 1992 to testify in this matter before the Commission.

Action: Dismiss from the City and County Service. Future employment with Department of Social Services subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience in a position comparable in level and scope to Class 2969.

#### TERMINATION OF TEMPORARY APPOINTMENT

Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91. (Calendar Item No. 25)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

Action: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

#### TERMINATION OF LIMITED TENURE APPOINTMENT

Darryl Watts, 1736 Computer Operator II, LT, Department of Public Health, Central Office, 10/30/91. (Calendar Item No. 26)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of Local 21.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Department of Public Health.

Action: Approve. Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

#### INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 40)

The following persons addressed the Commission on the matter of the examinations for the data processing classes:

Linda Jofuku, Local 21

Paul Karawanny, on behalf of temporary employees in data processing classes

The Commission requested that the General Manager, Personnel meet with these individuals.

#### ADJOURNMENT (Calendar Item No. 41)

In memory of Dr. Donald C. Wallace, former Director of the Dental Bureau, Department of Public Health.







City and County of San Francisco

## CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## SPECIAL MEETING MINUTES

MARCH 16, 1992

ROOM 282 CITY HALL

1:30 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Uyehara

Excused: Commissioner Munson  
Commissioner Rios

Commissioner Mickins presided.

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- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.

The meeting was cancelled.











## CIVIL SERVICE COMMISSION

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JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - MARCH 16, 1992

PART I - 2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Uyehara

Excused: Commissioner Rios  
Commissioner Munson

(Present for Part V only -  
Items 30, 31, 32, 33, 34)

Commissioner Mickins presided

### MINUTES.

A. Regular Meeting of March 2, 1992

Action: Approve.

B. Special Meeting of March 2, 1992

Action: Approve.

## ANNOUNCEMENTS.

### A. Executive Session, March 13, 1992.

The Civil Service Commission met in closed session on Friday, March 13, 1992 at 12 Noon in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel matter. Present were Commissioners Mickins, Munson and Uyehara. The Commission notes with deep regret the retirement of its General Manager, John J. Walsh, after thirty-three years of dedicated service - the last fifteen of which were spent as General Manager, Personnel.

The Commission appointed Albert C. Walker, Assistant Secretary, Civil Service Commission, as Acting General Manager, Personnel, effective Close of Business March 27, 1992 until such time as a permanent replacement is named.

### B. Other Announcements.

None.

## RESOLUTIONS OF COMMENDATION.

- A. Mary Jelenich, Chief Payroll and Personnel Clerk, Controller's Office, on her retirement after twenty-three (23) years of service.

Action: Adopt.

- B. Frances Kaplan, Executive Assistant to the General Manager, Personnel, Civil Service Commission, on her retirement after thirty (30) years of service.

Action: Adopt.

- C. Monte Mansir, Assistant Division Manager, Personnel, Civil Service Commission, on his retirement after thirty (30) years of service.

Action: Adopt.

- D. John Rattunde, Principal Personnel Analyst, Civil Service Commission, on his retirement after twenty-six (26) years of service.

Action: Adopt.

CLASSIFICATION MATTERS

1026-92    Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
479-91/92	Airport	Geotechnical Consultants, Inc.
480-91/92	Airport	Diane M. Rubin, C.P.A.
481-91/92	Arts Commission	Cheryl Riley
482-91/92	Arts Commission	Nayland Blake
483-91/92	City Planning	Rai Okamoto
484-91/92	Controller	Mastech Corporation
485-91/92	Human Rights Commission	Polaris Research and Development
486-91/92	Public Health	Walden House, Inc.
487-91/92	Public Health	Genesis Church and Ecumenical Center
488-91/92	Public Health	18th Street Services
489-91/92	Public Health	Baker Places, Inc.
490-91/92	Public Health	University of California-College Work Study Program
491-91/92	Public Health	Asian American Recovery Services - Philipino Early Intervention Project (AARS-PEIP)
492-91/92	Public Health	Haight Ashbury Free Clinic, Inc.
493-91/92	Public Health	Coalition for Immigration Rights and Refugee Services/CIRRS
494-91/92	Public Health	Chronic Fatigue Immune Dysfunction Syndrome Fund, Inc.

CLASSIFICATION MATTERS (cont.)

1026-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
495-91/92	Public Health	California Children's Home, Inc.
496-91/92	Public Utilities Commission	Ronald Yoshiyama, Ph.D.
497-91/92	Public Utilities Commission	Westin Engineering, Inc.
498-91/92	Public Utilities Commission	P.G.H. Wong Engineering
499-91/92	Public Works	Cynga Olmn Desai
500-91/92	Public Works	H.J. Brunnier Associates
501-91/92	Public Works	Technical Roof Services, Inc.
502-91/92	Public Works	Arcost/CPM Group
503-91/92	Public Works	Fong & Chan Architects
504-91/92	Social Services	Ralph Andersen and Associates
505-91/92	Public Health	Genisys Decision Corporation

The following proposed personal services contract summary is from the Department of Public Health with Short/Doyle funding:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
506-91/92	Public Health	Women's Alcoholism Center, Inc.

Action:

1. Contract Number 498-91/92 off calendar at the request of the Public Utilities Commission.
2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

- 1027-92 Classification of positions in various City departments.  
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGH	2	2233 Supervising Physician Specialist (Sch. 70.9 \$2902B3527)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

- 2038-92 Reconsideration of staff denial of internal adjustment to restore a 2.0 step (10%) differential between Classes 3417 Gardener and 7514 General Laborer. (Calendar Item No. 33)

March 2, 1992: Over to the meeting of March 16, 1992 at the request of Attorney John Anderson.

Action: Adopt staff report; deny request.

- 2053-92 Reconsideration of staff denial of a request from Operating Engineers, Local 3, on behalf of the Deputy Sheriffs Association for payment of a jail premium. (Calendar Item No. 30)

March 2, 1992: 1. Over to the meeting of March 16, 1992 by Commission action.

2. Refer to the City Attorney for a written opinion.

Action: Off calendar at the call of the Chair.

- 2062-92 Reconsideration of staff denial of a request for an internal adjustment for Class 7206 Asbestos Worker III. (Calendar Item No. 7).

March 2, 1992: Over to the meeting of March 16, 1992 as a Special Order of Business (due to lack of a quorum).

Action: Adopt staff report; deny request.



COMPENSATION MATTERS (cont.)

- 2068-92    Reconsideration of staff denial of a request from the Port for an internal adjustment for Class 9382 Government and Public Affairs Manager, Port. (Calendar Item No. 35)

Action:       Grant Class 9382 Government and Public Affairs Manager, Port, an internal adjustment of 0.05 step [one-half per cent (½ %)].

- 2069-92    Salary adjustments arising out of the Salary Standardization process for 1992-93: Matter related to Class 1554 Administrative Secretary, Public Utilities Commission. (Calendar Item No. 31)

March 2, 1992:       Matter related to Class 1554 Administrative Secretary, Public Utilities Commission, (Item 2 of staff report) over to the meeting of March 16, 1992 at the request of the Public Utilities Commission.

Action:       Off calendar at the request of staff.

- 2085-92    Salary Standardization, 1992-93; adjustments and amendments; inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (Calendar Item No. 32)

Action:       1.    The Commission took the following action concerning the proposed "Executive Benchmark":

The Civil Service Commission continues to believe that there is a need to develop new, more appropriate executive benchmarks for the variety of management positions in the City and County. Given the significance of such changes, however, and the time constraints, the Commission will make no adjustments at this time. The Commission directs the staff to continue to meet and confer with affected employee organizations to develop a more appropriate group of management benchmarks, potentially for a variety of occupational families, for future review and action by the Commission.

2.    Adopt staff report as amended to delete the proposed "Executive Benchmark"; notify and forward to the Board of Supervisors.



- S.F.  
- Civil Service Commission  
- Minutes.

AMENDED  
CSC MEETING  
OF 3/16/92  
///

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COMPENSATION MATTERS. (cont.)

2068-92

Reconsideration of staff denial of a request from the Port for an internal adjustment for Class 9382 Government and Public Affairs Manager, Port. (Calendar Item No. 35)

Action: Grant Class 9382 Government and Public Affairs Manager, Port, an internal adjustment of 0.5 step [one-half per cent ( $\frac{1}{2}\%$ )].

2069-92

Salary adjustments arising out of the Salary Standardization process for 1992-93: Matter related to Class 1554 Administrative Secretary, Public Utilities Commission. (Calendar Item No. 31)

March 2, 1992:

Matter related to Class 1554 Administrative Secretary, Public Utilities Commission, (Item 2 of staff report) over to the meeting of March 16, 1992 at the request of the Public Utilities Commission.

Action: Off calendar at the request of staff.

2085-92

Salary Standardization, 1992-93; adjustments and amendments; inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (Calendar Item No. 32)

Action: 1. The Commission took the following action concerning the proposed "Executive Benchmark":

The Civil Service Commission continues to believe that there is a need to develop new, more appropriate executive benchmarks for the variety of management positions in the City and County. Given the significance of such changes, however, and the time constraints, the Commission will make no adjustments at this time. The Commission directs the staff to continue to meet and confer with affected employee organizations to develop a more appropriate group of management benchmarks, potentially for a variety of occupational families, for future review and action by the Commission.

2. Adopt staff report as amended to delete the proposed "Executive Benchmark"; notify and forward to the Board of Supervisors.

COMPENSATION MATTERS (cont.)

- 2086-92 Reconsideration of staff denial of a request from the Port for an internal adjustment for Class 9396 Manager, Leasing and Tenant Services. (Calendar Item No. 34)
- Action: Grant Class 9396 Manager, Leasing and Tenant Services, a 1.0 step (5%) internal adjustment.

EXAMINATION MATTERS

- 3035-92 Appeal of background rejection for Class Q2 Police Officer by Geary J. Horikiri. (Calendar Item No. G)
- March 2, 1992: Over to the meeting of March 16, 1992 by Commission action.
- Action: Over to the meeting of April 20, 1992 at Mr. Horikiri's request.
- 3036-92 Request that announcements for Classes 7334 Stationary Engineer and 7372 Stationary Engineer, Sewage Plant, be issued on a "Promotive Only" basis according to past standard practice. (Calendar Item No. E)
- Action: Adopt staff report; approve request that Classes 7334 and 7372 be issued on a "Promotive Only" basis for qualified next-lower-rank eligibles in Classes 7333 and 7375.
- 3040-92 Appeals of staff denial of protests of oral examination for Class Q2 Police Officer. (Calendar Item No. 13)
- March 2, 1992: 1. Adopt staff report; deny appeal of Patrick E. Hannigan (Mr. Hannigan failed to appear).
2. Appeals of Josie Y. Dea and Leon K. Jew over to the meeting of March 16, 1992.
- Action: Adopt staff report; deny appeals of Josie Y. Dea and Leon K. Jew.

EXAMINATION MATTERS (cont.)

3058-92 Appeal of background rejection for Class Q2 Police Officer by Donna Stoeppelwerth. (Calendar Item No. 12)

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of Police.

3064-92 Amend eligible list CPE-1 for Class 2810 Principal Disease Control Investigator to specify for certification to the Bureau of Epidemiology and Disease Control Only. New examination to be developed for the Aids Office. (Calendar Item No. F)

Action: Over to the meeting of April 6, 1992 at the request of Sheila Davis-Jackson and Patricia A. Knapp.

3329-91 Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (Calendar Item No. 11)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at Mr. Couch's request.

Action: Over to the meeting of April 6, 1992 at the request of Mr. Couch's attorney.

3514-92 Appeal of background rejection for Class H2 Firefighter by Sean T. Healy. (Calendar Item No. 15)

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department (Mr. Healy failed to appear).

3515-92 Appeal of background rejection for Class H2 Firefighter by Kerry D. Johnson. (Calendar Item No. 16)

Action: Over to the meeting of April 6, 1992 at Mr. Johnson's request.

EXAMINATION MATTERS (cont.)

3516-92 Appeal of background rejection for Class H2 Firefighter by Alfred G. Saisi. (Calendar Item No. 17)

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department (Mr. Saisi failed to appear).

3517-92 Appeal of background rejection for Class H2 Firefighter by Cynthia L. Haley. (Calendar Item No. 18)

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

3518-92 Appeal of background rejection for Class H2 Firefighter by Ron C. Wong. (Calendar Item No. 19)

Action: Over to the meeting of April 6, 1992 at Mr. Wong's request.

3578-91 Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (Calendar Item No. 20)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

January 6, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Lara's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Lara's attorney.

Action: Over to the meeting of May 18, 1992 at the joint request of the Sheriff and Mr. Lara's attorney.



### EXAMINATION MATTERS (cont.)

- 3622-91 Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (Calendar Item No. 14)
- January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.
- March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Khatami's attorney.
- Action: Over to the meeting of April 6, 1992 at Mr. Khatami's request.

### IN-SERVICE MATTERS

- 4331-92 Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. C)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 4336-92 Request for temporary exempt status for elections and polls workers in the Office of the Registrar of Voters. (Calendar Item No. D)
- Action: Adopt staff report; approve request to grant temporary exempt status to as-needed employees in the Office of the Registrar of Voters in Classes 1403 Elections Clerk, 1404 Clerk and 1471 Elections Worker, for the period from January 1, 1992 through June 30, 1993.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 16, 1992

DISMISSAL OF PERMANENT EMPLOYEE

Ronald M. Barrett, Q2 Police Officer, 277/E-98, San Francisco Police Department, 2/5/92. (Calendar Item No. 27)

Action: Over to the meeting of April 20, 1992 at the request of Mr. Barrett's attorney.

RESIGNATION - SERVICES UNSATISFACTORY

Karim Batcha, 2905 Senior Eligibility Worker, 64/CPE-4, Department of Social Services, 6/3/88. (Calendar Item No. 25)

July 18, 1988: Off calendar at the request of Local 535. Mr. Batcha to notify the Assistant Secretary when prepared to proceed. Mr. Batcha to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

Action: Over to the meeting of April 20, 1992 at Mr. Batcha's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Susie Bender, 2110 Medical Records Clerk, 2/CPE-17, Department of Public Health, San Francisco General Hospital Medical Center, 12/31/91. (Calendar Item No. 9)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Local 790.

March 2, 1992: Over to the meeting of March 16, 1992 by Commission action as a Special Order of Business.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.



#### APPEAL OF AUTOMATIC RESIGNATION

Connell D. Dewalt, 2708 Custodian, 11/E-59, Public Utilities Commission, San Francisco Municipal Railway, 1/25/92. (Calendar Item No. 23)

Action: Over to the meeting of April 6, 1992 at the request of Local 790.

#### DISMISSAL OF PERMANENT EMPLOYEE

John Graham, 7346 Painter, 34/E-7, Department of Public Health, Laguna Honda Hospital, 5/17/90. (Calendar Item No. 29)

June 18, 1990: Over to the meeting of July 16, 1990 at the request of Local 4.

July 16, 1990: Off calendar at Mr. Graham's request. Mr. Graham to notify the Assistant Secretary when prepared to proceed. Mr. Graham to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

Action: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

#### DISMISSAL OF PERMANENT EMPLOYEE

Maria T. Guerrero, 1424 Clerk Typist, 18/E-42, Treasurer/Tax Collector, 12/5/91. (Calendar Item No. 8)

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Guerrero's request.

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91. (Calendar Item No. 24)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Moy's request.

Action: Over to the meeting of April 20, 1992 at Ms. Moy's request.

#### RESIGNATION - SERVICES UNSATISFACTORY

Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91. (Calendar Item No. 26)

Action: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

#### TERMINATION OF TEMPORARY APPOINTMENT

Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91. (Calendar Item No. 22)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

Action: Over to the meeting of April 6, 1992 at the request of Local 790.

#### DISMISSAL OF PERMANENT EMPLOYEE

Hester Tucker, 9163 Transit Operator, 559/E-113, Public Utilities Commission, San Francisco Municipal Railway, 2/5/92. (Calendar Item No. 28)

Action: Off calendar; request for hearing withdrawn.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 36)

None.

ADJOURNMENT (Calendar Item No. 37)



City and County of San Francisco

**CIVIL SERVICE COMMISSION**

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

**MINUTES OF MEETING**

REGULAR MEETING - APRIL 6, 1992

PART I - 6 p.m.

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Uyehara

Excused: Commissioner Donovan  
Commissioner Rios

Commissioner Mickins presided

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MINUTES.

A. Regular Meeting of March 16, 1992

Action: Approve.

B. Special Meeting of March 16, 1992.

This meeting was cancelled.

RESOLUTION OF COMMENDATION.

John J. Walsh, General Manager, Personnel, upon his retirement after thirty-four (34) years of service.

Action: Adopt.

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## ANNOUNCEMENTS.

### A. Executive Session, March 30, 1992.

The Civil Service Commission met in closed session on Monday, March 30, 1992 at 5 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issues. Present were Commissioners Mickins, Munson and Rios. No action was taken.

### B. Executive Session, April 6, 1992.

This meeting was cancelled.

## CLASSIFICATION MATTERS

1038-92 Review requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
507-91/92	Airport	Janis Bell
508-91/92	Arts Commission	George Gonzales
509-91/92	Arts Commission	S.F. Symphony Orchestra
510-91/92	CAO	Economic and Planning Systems
511-91/92	CAO	Public Financial Management and Charles A. Bell Securities Corp.
512-91/92	CAO	Evenson Dodge, Inc. and Charles A. Bell Securities Corp.
513-91/92	City Planning	Nelson Nygaard
514-91/92	City Planning	Metro Dynamics
515-91/92	City Planning	Roger Montgomery
516-91/92	Civil Service Commission	Liebert, Cassidy and Frierson
517-91/92	Civil Service Commission	Yvonne Alexander
518-91/92	Civil Service Commission	Barry Miller

CLASSIFICATION MATTERS (cont.)

1038-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
519-91/92	Controller	Pacific Coast Systems, Inc.
520-91/92	Controller	Automation Training Specialists
521-91/92	Controller	System House, Inc.
522-91/92	District Attorney	Children's Hospital and Health Center.
523-91/92	Mayor's Office	Patricia Medina
524-91/92	Mayor's Office	Hilyard Wiggins
525-91/92	Mayor's Office	Linda Schanfein
526-91/92	Port	Smith, Dawson & Andrews
527-91/92	Public Health	PSP Information Group, Inc.
528-91/92	Public Health	Continuum HIV Day Services
529-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
530-91/92	Public Health	Catholic Charities of San Francisco
531-91/92	Public Health	Visiting Nurses and Hospice of S.F./California Pacific Medical Center
532-91/92	Public Health	California Pacific Medical Center/The HIV Center
533-91/92	Public Health	Black Coalition on AIDS
534-91/92	Public Health	Bayview Hunter's Point Foundation/American Indian AIDS Institute
535-91/92	Public Health	Baker Places
536-91/92	Public Health	Asian American Health Forum/Filipino Task Force
537-91/92	Public Health	American College of Traditional Chinese Medicine
538-91/92	Public Health	AIDS Legal Referral Panel

CLASSIFICATION MATTERS (cont.)

1038-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
539-91/92	Public Health	Coopers and Lybrand
540-91/92	Public Health	AIDS Indigent Direct Services (A.I.D.S.)
541-91/92	Public Health	AIDS Emergency Fund
542-91/92	Public Health	MEDS of Pennsylvania, Inc.
543-91/92	Public Health	Lyon Martin Women's Health Services
544-91/92	Public Health	Hispanic Headquarters Advertising
545-91/92	Public Health	Hispanic Headquarters Advertising
546-91/92	Public Health	The Regents of the University of California, San Francisco
547-91/92	Public Health	Bayview Hunter's Point Multipurpose Senior Center
548-91/92	Public Health	Regents, University of California, AIDS Clinic
549-91/92	Public Health	The Support Center
550-91/92	Public Health	Shanti Project
551-91/92	Public Health	San Francisco Suicide Prevention
552-91/92	Public Health	San Francisco AIDS Foundation (SFAF)
553-91/92	Public Health	Rose Resnick Center for the Blind
554-91/92	Public Health	Planned Parenthood of Alameda and San Francisco (PHREDA PROJECT)
555-91/92	Public Health	Lyon Martin Women's Health Services
556-91/92	Public Health	Larkin Street Youth Center
557-91/92	Public Health	Institute for Traditional Medicine



CLASSIFICATION MATTERS (cont.)

1038-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
558-91/92	Public Health	Haight Ashbury Free Medical Clinic, Inc.
559-91/92	Public Health	Filipino Task Force on AIDS
560-91/92	Public Utilities Commission	Brown, Vence and Associates
561-91/92	Public Works	Flow Science Incorporated
562-91/92	Public Works	Takahashi Consulting Engineers, Inc.
563-91/92	Public Works	The Design Partnership
564-91/92	Public Works	Worcester Polytechnic Institute
565-91/92	Public Works	Skidmore, Owings and Merrill/Olm Structural Design
566-91/92	Public Works	Michael Willis, Architect
567-91/92	Real Estate	Hospitality Valuation Services
568-91/92	Sheriff	Flor Ramirez
569-91/92	Social Services	Susan Almeida, Activities Coordinator for Fragile Infant Special Care Program
570-91/92	Social Services	Sandra Cupit
571-91/92	Social Services	Hayes Orlie Cundall, Inc.
572-91/92	Airport	Integrated Business Solutions, Inc.
573-91/92	Purchasing	Unlimited Acces
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	



CLASSIFICATION MATTERS (cont.)

1039-92 Classification of positions in various City departments.  
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Airport	1	5290 Transit Planner IV (Sch. 62.1 \$1890B2297)	5289 Transit Planner III (Z, Sch. 58.6 \$1596B1936)
	1	9206 Airport Property Specialist I (Sch. 59.1 \$1634B1985)	Same
Port	1	AA18 Regulatory Specialist (\$1436B1740)	Establish Class 5620 Regulatory Specialist (J,Z 1991-92 Sch. 56.4 \$1436B1740. Draft class specification as detailed in the staff report.
Public Utilities Commission/ MUNI	1	1806 Senior Statistician (Sch. 58.6 \$1596B1936)	Same
Public Utilities Commission	1	2822 Health Educator (Sch. 59.1 \$1634B1985)	Same
Purchasing	1	1922 Senior Inventory Clerk (Sch. 47.8 \$952B1152)	Same
Public Health/ Central Office	1	A118 Safety Engineer (\$1853B2252)	Establish Class 6130 Safety Analyst (1991-92, J,Z Sch. 61.7 \$1853B2252; 1992-93 J,Z Sch. 64.8 \$2156B2621) Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1039-92 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Utilities Commission	2	A988 Safety Analyst (\$1853B2252)	Establish Class 6130 Safety Analyst (1991-92, J,Z Sch. 61.7 \$1853B2252; 1992-93 J,Z Sch. 64.8 \$2156B2621) Draft class specification as detailed in the staff report.
	Public Works	1	A988 Safety Analyst (\$1853B2252)	Establish Class 6130 Safety Analyst (1991-92, J,Z Sch. 61.7 \$1853B2252; 1992-93 J,Z Sch. 64.8 \$2156B2621) Draft class specification as detailed in the staff report.
	Port	1	AA20 Training and Safety Coordinator (\$1477B1791)	Establish Class 6130 Safety Analyst (1991-92, J,Z Sch. 61.7 \$1853B2252; 1992-93 J,Z Sch. 64.8 \$2156B2621) Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1039-92  
(cont.)

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
5228 Assistant Traffic Engineer (Sch. 56.9 \$1470B1782)	Retitle and amend the class specification to 5228 Assistant Transportation Engineer. Draft class specification as detailed in the staff report.

ESTABLISH THE FOLLOWING CLASS:

Recommendation

Establish Class 5227 Junior Transportation Engineer

J, Sch. 54.8 \$1329B1611

Draft class specification as detailed in the staff report.

Action: Adopt staff report.

COMPENSATION MATTERS

2100-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Judith Knoop 2320 Registered Nurse	Public Health	5	5
Charles Cheah 9209 Airport Police Services Aide	Airport	5	5
Doreen Chun 1424 Clerk Typist	Public Works	3	3

COMPENSATION MATTERS (cont.)

2100-92  
(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Russell Sandberg 2232 Senior Physician Specialist	Public Health	5	5
Judith Utevsy 2930 Psychiatric Social Worker	Public Health	3	3
Paula Braveman 2230 Physician Specialist	Public Health	5	5
Barbara Newman 2230 Physician Specialist	Public Health	4	4
Margaret Baumgartner 8174 Attorney, Civil & Criminal	City Attorney	5	5
James Cummings 8174 Attorney, Civil & Criminal	City Attorney	5	5
Andrew McCullough 8176 Trial Attorney	City Attorney	5	5
Linda Ross 8182 Head Attorney	City Attorney	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Evan Chan 1657 Senior Systems Accountant	Public Health	5	5 6/30/92
Theresa Han 1876 Data Processing Programming and Systems Supervisor	Controller	5	5 6/30/92

COMPENSATION MATTERS (cont.)

2100-92  
(cont.)

2. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Lynne Waite 1874 Senior Programmer Analyst	Controller	5	5 6/30/92
Susan Andrus 1823 Senior Administrative Analyst	Controller	3	3 6/30/92
Anne Jenkins 1823 Senior Administrative Analyst	Controller	3	3 6/30/92
Arnold Sowell, Jr. 1824 Principal Administrative Analyst	Controller	4	4 6/30/92

Action: Adopt staff report.

2101-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. D)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3017-92 Appeal of staff's denial of protest regarding the oral/performance examination for Class 3466 Assistant Superintendent, Parks, Squares, Facilities. (Calendar Item No. 7)

Action: Adopt staff report; deny appeal of Terence M. McDonald.

EXAMINATION MATTERS (cont.)

- 3031-92 Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (Calendar Item No. 8)

Action: Over to the meeting of April 20, 1992.

- 3064-92 Amend eligible list CPE-1 for Class 2810 Principal Disease Control Investigator to specify for certification to the Bureau of Epidemiology and Disease Control Only. New examination to be developed for the Aids Office. (Calendar Item No. 1)

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Sheila Davis-Jackson and Patricia A. Knapp.

Action: Off calendar at the request of the Department of Public Health.

- 3077-92 Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (Calendar Item No. 9)

Action: Over to the meeting of April 20, 1992 at Mr. Lamont's request.

- 3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 11)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

EXAMINATION MATTERS (cont.)

3203-90  
(cont.)

August 19, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

October 21, 1991: Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Police Department.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the San Francisco Police Department due to lack of a full Commission.

March 2, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Marchand's attorney due to lack of a full Commission.

Action: Over to the meeting of May 4, 1992.

3321-91 Appeal of staff's denial of protest concerning the oral/performance examination for Class 1805 Associate Performance Auditor and Class 1801 Supervising Performance Auditor. (Calendar Item No. G)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Ms. Nzinga Nyagua's attorney.

March 2, 1992: Over to the meeting of April 6, 1992 by Commission action. All eligibles to be notified of this meeting and the potential affect on them of this pending matter.

Action: Over to the meeting of April 20, 1992 at the request of Ms. Nzinga Nyagua's attorney.

3329-91 Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (Calendar Item No. 12)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.



EXAMINATION MATTERS (cont.)

3329-91  
(cont.)

March 2, 1992: Over to the meeting of March 16, 1992 at Mr. Couch's request.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Couch's attorney.

Action: Over to the meeting of May 4, 1992 at the request of Mr. Couch's attorney.

3515-92 Appeal of background rejection for Class H2 Firefighter by Kerry D. Johnson. (Calendar Item No. 14)

March 16, 1992: Over to the meeting of April 6, 1992 at Mr. Johnson's request.

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

3518-92 Appeal of background rejection for Class H2 Firefighter by Ron C. Wong. (Calendar Item No. 15)

March 16, 1992: Over to the meeting of April 6, 1992 at Mr. Wong's request.

Action: Off calendar, appeal by Mr. Ron C. Wong withdrawn.

3526-92 Appeal of background rejection for Class 9163 Transit Operator by Tilton Chang. (Calendar Item No. 17)

Action: Over to the meeting of May 4, 1992.

3535-92 Appeal of background rejection for Class 8304 Deputy Sheriff by Preston Sullivan. (Calendar Item No. 16)

Action: Adopt staff report; deny appeal; sustain the decision of the Sheriff.



EXAMINATION MATTERS (cont.)

- 3539-92 Appeal of background rejection for Class 9163 Transit Operator by Constantine Kalaveras. (Calendar Item No. 18)
- Action: Over to the meeting of April 20, 1992 at Mr. Kalaveras' request.
- 3540-92 Appeal of background rejection for Class 9163 Transit Operator by Leoncio B. Saulny IV. (Calendar Item No. 19)
- Action: Over to the meeting of April 20, 1992 at Mr. Saulny's request.
- 3541-92 Appeal of background rejection for Class 9163 Transit Operator by Curtis Brooks. (Calendar Item No. 20)
- Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.
- 3542-92 Appeal of background rejection for Class 9163 Transit Operator by Kathy Ash-Williams. (Calendar Item No. 21)
- Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission (Ms. Ash-Williams failed to appear).
- 3543-92 Appeal of background rejection for Class 9163 Transit Operator by George H. E. Brown. (Calendar Item No. 22)
- Action: Grant the appeal of Mr. George H. E. Brown for Class 9163 Transit Operator.
- 3544-92 Appeal of background rejection for Class 9163 Transit Operator by Ted Garcia. (Calendar Item No. 23)
- Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission (Mr. Garcia failed to appear).

EXAMINATION MATTERS (cont.)

- 3545-92 Appeal of background rejection for Class 9163 Transit Operator by Roy Johnson. (Calendar Item No. 24)

Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

- 3622-91 Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (Calendar Item No. 13)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Khatami's attorney.

March 16, 1992: Over to the meeting of April 6, 1992 at Mr. Khatami's request.

Action: Over to the meeting of May 4, 1992 at the request of Mr. Khatami's attorney.

IN-SERVICE MATTERS

- 4415-92 Appointment of Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund. (Calendar Item No. E)

Action: Replace John J. Walsh, who has retired, with Albert C. Walker, General Manager, Personnel, as Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund.

- 4432-92 Proposed City-wide Employee Personnel Records Guidelines. (Calendar Item No. 33)

Action: Adopt to be effective May 1, 1992.

IN-SERVICE MATTERS (cont.)

- 4433-92 Resolutions of Commendation for the members of the Employee Personnel Records Guidelines Task Force. (Calendar Item No. 34)

Vicki Clayton, City Attorney's Office  
Martha Espana, Department of Public Health  
Bill Gill, Employee Relations Division  
Lt. Sylvia Harper, S.F. Police Department  
Jim Moran, Department of Public Works  
Gail Kuwamoto, Department of Social Services  
Gilbert Lopez, S.F. Community College District  
John Maguire, S.F. Public Library  
Cindy Monroe, Civil Service Commission  
Kathy Murray, Public Utilities Commission  
Vernon Nulph, Airports Commission  
Oscar Ortiz, Civil Service Commission  
Greg Ridenour, Registrar of Voters  
Alice Villagomez, Department of Parking and Traffic

Action: Adopt.

- 4434-92 Amendment to the Civil Service Commission Fiscal Year 1992-93 Budget Request. (Calendar Item No. 35)

January 27, 1992: No action taken.

February 3, 1992: Approve; forward to the Office of the Mayor.

Action: Adopt staff report; amend the Civil Service Commission Fiscal Year 1992-93 Budget Request as recommended; forward to the Mayor's Office.

- 4435-92 Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from January 1, 1992 to March 31, 1992. (Calendar Item No. F)

Action: Approve.

IN-SERVICE MATTERS (cont.)

4436-92 Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. H)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

GENERAL MANAGER'S REPORT (Calendar Item No. 36)

Report presented.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 37)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 6, 1992

RESIGNATION - SERVICES UNSATISFACTORY

Stephen Boyd, 2708 Custodian, 160/E-1, San Francisco Unified School District, 1/7/91. (Calendar Item No. 30)

March 4, 1991: Off calendar at Mr. Boyd's request.

Action: Over to the meeting of April 20, 1992 at the request of the San Francisco Unified School District.

APPEAL OF AUTOMATIC RESIGNATION

Jack Brodnax, 2588 Health Worker IV, 4/E-1, Department of Public Health, Division of Mental Health Substance Abuse and Forensic Services, 2/26/92. (Calendar Item No. 29)

Action: Over to the meeting of May 4, 1992 at Mr. Brodnax's request.

APPEAL OF AUTOMATIC RESIGNATION

Connell D. Dewalt, 2708 Custodian, 11/E-59, Public Utilities Commission, San Francisco Municipal Railway, 1/25/92. (Calendar Item No. 27)

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

Action: Over to the meeting of April 20, 1992 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kevin Harvey, 5303 Supervisor, Traffic and Street Signs, 6/CPE-1, Department of Parking and Traffic, 3/6/92. (Calendar Item No. 26)

Action: Approve. Reinstate to the next available position from which promoted in Class 5302 Traffic Survey Technician subject to a new probationary period at the Department of Parking and Traffic.

### APPEAL OF AUTOMATIC RESIGNATION

Janice Padua, 1426 Senior Clerk Typist, 10/CPE-203, Department of Public Health, Forensic Services, 3/3/92. (Calendar Item No. 28)

Action: Over to the meeting of April 20, 1992 at the request of Local 790.

### RESIGNATION - SERVICES UNSATISFACTORY

Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91. (Calendar Item No. 31)

March 16, 1992: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

Action: Over to the meeting of April 20, 1992 at the request of Local 790.

### TERMINATION OF TEMPORARY APPOINTMENT

Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91. (Calendar Item No. 32)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

Action: Over to the meeting of April 20, 1992 at Ms. Sadorra's request.

### INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 38)

None.

### ADJOURNMENT (Calendar Item No. 39)





APR 17 1992

SAN FRANCISCO  
PUBLIC LIBRARYEXAMINATION MATTERS (cont.)

- 3031-92 Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (Calendar Item No. 8)

Action: Over to the meeting of April 20, 1992 at the joint request of Mr. Robert E. Callwell and Ms. Sheila M. Mullen.

- 3064-92 Amend eligible list CPE-1 for Class 2810 Principal Disease Control Investigator to specify for certification to the Bureau of Epidemiology and Disease Control Only. New examination to be developed for the Aids Office. (Calendar Item No. 1)

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Sheila Davis-Jackson and Patricia A. Knapp.

Action: Off calendar at the request of the Department of Public Health.

- 3077-92 Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (Calendar Item No. 9)

Action: Over to the meeting of April 20, 1992 at Mr. Lamont's request.

- 3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 11)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.





APR 17 1992

SAN FRANCISCO  
PUBLIC LIBRARYAMENDED  
CSC MEETING  
OF 4/6/92EXAMINATION MATTERS (cont.)

- 3031-92 Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (Calendar Item No. 8)

Action: Over to the meeting of April 20, 1992 at the joint request of Mr. Robert E. Callwell and Ms. Sheila M. Mullen.

- 3064-92 Amend eligible list CPE-1 for Class 2810 Principal Disease Control Investigator to specify for certification to the Bureau of Epidemiology and Disease Control Only. New examination to be developed for the Aids Office. (Calendar Item No. 1)

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Sheila Davis-Jackson and Patricia A. Knapp.

Action: Off calendar at the request of the Department of Public Health.

- 3077-92 Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (Calendar Item No. 9)

Action: Over to the meeting of April 20, 1992 at Mr. Lamont's request.

- 3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 11)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.





City and County of San Francisco

## CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

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APR 24 1992

SAN FRANCISCO  
PUBLIC LIBRARY

## MINUTES OF MEETING

REGULAR MEETING - APRIL 20, 1992

PART I - 2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson (Missed Item: 5)  
Commissioner Rios

Excused: Commissioner Uyehara

Commissioner Mickins presided

### MINUTES.

Regular Meeting of April 6, 1992.

Action: Approve.

### ANNOUNCEMENTS.

A. Executive Session, April 6, 1992.

This meeting was cancelled.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION

ANNOUNCEMENTS. (cont.)

- B. Executive Session, April 20, 1992, 12 Noon.

The Civil Service Commission met in closed session on Monday, April 20, 1992 at 12 Noon in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were: Commissioners Donovan, Mickins and Rios.

The Commission instructed its labor negotiator.

- C. Executive Session, April 20, 1992, 1 p.m.

The Civil Service Commission met in closed session on Monday, April 20, 1992 at 1:00 p.m. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of United Minorities Against Discrimination versus the City and County of San Francisco (USDC #C91-2350).

Present were: Commissioners Donovan, Mickins and Rios.

The Commission instructed the City Attorney.

- D. Other Announcements.

None.

CLASSIFICATION MATTERS

- 1049-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
574-91/92	Board of Supervisors	Newcomputing, Inc.
575-91/92	CAO	Applied Compost Consulting
576-91/92	Controller	Knauer Associates
577-91/92	District Attorney	Raul Ocazonez
578-91/92	Parking and Traffic	Smith/Norris Corporation
579-91/92	Public Health	Regents, University of California, San Francisco
580-91/92	Public Health	MEDS of Pennsylvania, Inc.
581-91/92	Public Health	Carolyn K. Harvey, D.P.M.

CLASSIFICATION MATTERS (cont.)1049-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
582-91/92	Public Health	Compumed, Inc.
583-91/92	Public Health	Janis Bell
584-91/92	Public Health	Systems Support Technologies
585-91/92	Public Works	Marcor of California, Inc.
586-91/92	Public Works	Paradigm Environmental
587-91/92	Public Works	CST Environmental, Inc.
588-91/92	Public Works	Barsotti's, Inc.
589-91/92	Public Works	Environmental Controls Industries
590-91/92	Public Works	Smith, Dawson & Andrews
591-91/92	Public Works	Environmental Science Associates, Inc.
592-91/92	Public Works	URS Corporation and GKO & Associates, an Association
593-91/92	Public Works	Forell/Elsesser, OLMN, Tennebaum-Manheim
594-91/92	Public Works	Testing Engineers, Inc.
595-91/92	Sheriff	Golden Gate University School of Law
596-91/92	Sheriff	New College of Law
597-91/92	Sheriff	U.C. Berekely-Boalt Hall
598-91/92	Sheriff	University of Santa Clara School of Law
599-91/92	Sheriff	U.C. Hastings College of Law
600-91/92	Sheriff	University of S.F. Law School

CLASSIFICATION MATTERS (cont.)

1049-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
601-91/92	Sheriff	Center on Juvenile & Criminal Justice
602-91/92	Sheriff	Occupational Health Services
603-91/92	Sheriff	Carolyn Block
604-91/92	Sheriff	George Bach-Y-Rita
605-91/92	Sheriff	Kathleen A. McBurney
606-91/92	Public Utilities Commission	Information & Support Services (ISS)

The following proposed personal services contract summary is from the Department of Public Health with Short/Doyle funding:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
607-91/92	Public Health	Haight Ashbury Free Clinics, Inc. (Jail Psychiatric Services)

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1050-92 Classification of positions in various City departments.  
(Calendar Item No. B)

<u>Department</u>	No. <u>Pos.</u>	Budgeted Class <u>and Rate</u>	Recommended <u>Class</u>
Public Health/ SFGHMC	1	1926 Senior Materials and Supplies Supervisor (Sch. 49.4 \$1027B1243)	Same



CLASSIFICATION MATTERS (cont.)

1050-92     AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATIONS:  
(cont.)

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
5182 Deputy Director of Public Works for Engineering (Sch. 74.0 \$3378B4106)	Retitle and amend the class specification to 5182 Deputy Director of Public Works for Engineering and City Engineer. Draft class specification as detailed in the staff report.
5187 Executive Director, Clean Water Program (Sch. 74.0 \$3378B4106)	Retitle and amend the class specification to 5187 Deputy Director of Public Works for Public Services. Draft class specification as detailed in the staff report.

Action:     Adopt staff report.

COMPENSATION MATTERS

2097-92     Salary Standardization for Registered Nurse classifications (Charter Section 8.403), 1992-93. (Calendar Item No. F)

Action:     Adopt staff report; forward to the Board of Supervisors.

COMPENSATION MATTERS (cont.)

2113-92      Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1.      PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lorceli Coquia 1426 Senior Clerk Typist	Public Health	5	5
Richard Bamberger, Jr. 6248 Electrical Inspector	Public Works	5	5
William Copenheaver 3450 Agricultural Inspector	Agriculture/ Weights and Measures	4	4
Nancy Ma 9209 Airport Police Services Aide	Airport	5	5
John Cribbs 5190 Director of Public Works	Public Works	4	4

2.      TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>RECOMMENDED AND DURATION</u>
Penelope Dudley 1876 Data Processing Programming and Systems Supervisor	Controller	5	5 6/30/92
Randy Marcus 6138 Industrial Hygienist	SFUSD	5	5 6/30/92
Eleanor Rodriguez 1847 Executive Aide to the Mayor's Office	Mayor	5	5 6/30/92
Charles Ho 1874 Senior Programmer Analyst	Airport	5	5 6/30/92

Action:      Adopt staff report.

COMPENSATION MATTERS (cont.)

2114-92 Review of uniform allowance premium for certain Deputy Sheriff classifications. (Calendar Item No. E)

Action: Adopt staff report; approve uniform allowance premium as being consistent with past contractual practices and current provisions of the Salary Standardization Ordinance and Memorandum of Understanding.

EXAMINATION MATTERS

3031-92 Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (Calendar Item No. G)

April 6, 1992: Over to the meeting of April 20, 1992 at the joint request of Mr. Robert E. Callwell and Ms. Sheila M. Mullen.

Action: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.

3035-92 Appeal of background rejection for Class Q2 Police Officer by Geary J. Horikiri. (Calendar Item No. H)

March 2, 1992: Over to the meeting of March 16, 1992 by Commission action.

March 16, 1992: Over to the meeting of April 20, 1992 at Mr. Horikiri's request.

Action: Over to the meeting of May 4, 1992 at the request of Mr. Horikiri's attorney.

3044-92 Appeal of staff's denial of protest of the oral/performance examination for Class 8209 Institutional Police Lieutenant. (Calendar Item No. 9)

Action: Adopt staff report; deny appeal of John W. Minderman.

EXAMINATION MATTERS (cont.)

3050-92 Appeal of staff's denial of protest of the terms of the examination announcement for Class 9141 Transit Manager II. (Calendar Item No. 8)

Action: Adopt staff report; deny appeal of Edward E. Ranahan.

3077-92 Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (Calendar Item No. 7)

April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Lamont's request.

Action: Referred to staff; over to the meeting of May 4, 1992.

3321-91 Appeal of staff's denial of protest concerning the oral/performance examination for Class 1805 Associate Performance Auditor and Class 1801 Supervising Performance Auditor. (Calendar Item No. 6)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Ms. Nzinga Nyagua's attorney.

March 2, 1992: Over to the meeting of April 6, 1992 by Commission action. All eligibles to be notified of this meeting and the potential affect on them of this pending matter.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Ms. Nzinga Nyagua's attorney.

Action: Adopt staff report; deny appeal of Nzinga Nyagua.

3324-91 Appeal of background rejection for Class Q2 Police Officer by Charles Smith. (Calendar Item No. 12)

February 3, 1992: Over to the meeting of March 2, 1992.

March 2, 1992: Over to the meeting of April 20, 1992 at the request of Mr. Smith's attorney.

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of Police. (Mr. Smith failed to appear.)

EXAMINATION MATTERS (cont.)

3539-92 Appeal of background rejection for Class 9163 Transit Operator by Constantine Kalaveras. (Calendar Item No. 14)

April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Kalaveras' request.

Action: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.

3540-92 Appeal of background rejection for Class 9163 Transit Operator by Leoncio B. Saulny IV. (Calendar Item No. 15)

April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Saulny's request.

Action: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.

3547-92 Appeal of background rejection for Class H2 Firefighter by James K. Johnson. (Calendar Item No. 13)

Action: Over to the meeting of May 4, 1992 at Mr. Johnson's request.

IN-SERVICE MATTERS

4497-92 Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. D)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

4498-92 Appeal of the decision of the General Manager, Personnel by Margery L. Wong to rescind a resignation of October 2, 1978 and to allow a personal leave of absence for the period of October 2, 1978 to March 28, 1979. (Calendar Item No. 10)

Action: Over to the meeting of May 4, 1992 at the request of Ms. Wong's attorney.

CRITICAL ISSUES. (Calendar Item No. 30)

- A. Americans with Disabilities Act: Joint presentation by the Equal Employment Opportunity and Affirmative Action Division and the City Attorney's Office.

Over to the meeting of May 4, 1992 at the joint request of the Equal Employment Opportunity and Affirmative Action Division and the City Attorney.

- B. A Worker is as a Worker Does: Presentation on Performance Appraisal - citywide and within the Civil Service Commission agency.

Report given by Director of Training, Anne Godfrey.

- C. Managing a Changing Work Force: Required Supervisory Training.

Report given by Director of Training, Anne Godfrey.

GENERAL MANAGER'S REPORT. (Calendar Item No. 31)

- A. Rule Changes
- B. Have You Considered Equal Employment Opportunity?
- C. Miscellany: Status of preparation in event layoffs occur.  
Proposition "A" Review Committee.

Report Given.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 32)

The Commission directed staff to prepare two letters for the president to review and sign:

- 1) To the Honorable Frank Jordan, Mayor, explaining the Commission action of March 16, 1992 on the Executive Benchmark; and
- 2) To the Editor of the San Francisco Examiner commenting on the recent editorial on the Executive Benchmark.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 20, 1992

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Maria Ayala, 2585 Health Worker I, 27/E-6, Department of Public Health, Community Public Health Services, 3/6/92. (Calendar Item No. 21)

Action: Over to the meeting of May 4, 1992 at Ms. Ayala's request.

DISMISSAL OF PERMANENT EMPLOYEE

Ronald M. Barrett, Q2 Police Officer, 277/E-98, San Francisco Police Department, 2/5/92. (Calendar Item No. 28)

March 16, 1992: Over to the meeting of April 20, 1992 at the request of Mr. Barrett's attorney.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

RESIGNATION - SERVICES UNSATISFACTORY

Karim Batcha, 2905 Senior Eligibility Worker, 64/CPE-4, Department of Social Services, 6/3/88. (Calendar Item No. 23)

July 18, 1988: Off calendar at the request of Local 535. Mr. Batcha to notify the Assistant Secretary when prepared to proceed. Mr. Batcha to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

March 16, 1992: Over to the meeting of April 20, 1992 at Mr. Batcha's request.

Action: Over to the meeting of June 1, 1992 at Mr. Batcha's request.

RESIGNATION - SERVICES UNSATISFACTORY

Stephen Boyd, 2708 Custodian, 160/E-1, San Francisco Unified School District, 1/7/91. (Calendar Item No. 25)

March 4, 1991: Off calendar at Mr. Boyd's request.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of the San Francisco Unified School District.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

APPEAL OF AUTOMATIC RESIGNATION

Theodoris Chambers, 2302 Orderly, 6/E319, Department of Public Health, San Francisco General Hospital Medical Center, 8/13/91. (Calendar Item No. 19)

Action: Over to the meeting of May 4, 1992 at the request of Local 790.

APPEAL OF AUTOMATIC RESIGNATION

Connell D. Dewalt, 2708 Custodian, 11/E-59, Public Utilities Commission, San Francisco Municipal Railway, 1/25/92. (Calendar Item No. 17)

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

Action: Over to the meeting of May 4, 1992 at the request of Local 790.

#### DISMISSAL OF PERMANENT EMPLOYEE

John Graham, 7346 Painter, 34/E-7, Department of Public Health, Laguna Honda Hospital, 5/17/90. (Calendar Item No. 27)

June 18, 1990: Over to the meeting of July 16, 1990 at the request of Local 4.

July 16, 1990: Off calendar at Mr. Graham's request. Mr. Graham to notify the Assistant Secretary when prepared to proceed. Mr. Graham to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

March 16, 1992: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

Action: Over to the meeting of May 4, 1992 at Mr. Graham's request.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91. (Calendar Item No. 20)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Moy's request.

March 16, 1992: Over to the meeting of April 20, 1992 at Ms. Moy's request.

Action: Over to the meeting of May 18, 1992 at the request of Ms. Moy's attorney.

#### APPEAL OF AUTOMATIC RESIGNATION

Janice Padua, 1426 Senior Clerk Typist, 10/CPE-203, Department of Public Health, Forensic Services, 3/3/92. (Calendar Item No. 18)

April 6, 1992: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

Action: Over to the meeting of May 4, 1992 at the joint request of Local 790 and the Department of Public Health.

#### RESIGNATION - SERVICES UNSATISFACTORY

Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91. (Calendar Item No. 26)

March 16, 1992: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

Action: Over to the meeting of June 15, 1992 at the request of Local 790.

#### TERMINATION OF TEMPORARY APPOINTMENT

Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91. (Calendar Item No. 22)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

April 6, 1992: Over to the meeting of April 20, 1992 at Ms. Sadorra's request.

Action: Over to the meeting of May 4, 1992 due to a tie vote.

#### DISMISSAL OF PERMANENT EMPLOYEE

Lester Stuart, 2760 Laundry Worker, 16/E-2, Department of Public Health, Laguna Honda Hospital, 2/14/92. (Calendar Item No. 29)

Action: Over to the meeting of May 18, 1992 at the request of Local 250.

#### RESIGNATION - SERVICES UNSATISFACTORY

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 24)

January 22, 1990: Over to the meeting of February 5, 1990 at the request of Local 535.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

March 5, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of Local 535.

October 1, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

Action: Over to the meeting of May 4, 1992 at Mr. Wade's request.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 33)

ADJOURNMENT (Calendar Item No. 34)

In memory of Luther Gill, father of Norma L. Gill of the Civil Service Commission staff, who died April 7, 1992.





City and County of San Francisco

## CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

COMMUNITY  
DEPARTMENT

MAY 1 1992

SAN FRANCISCO  
PUBLIC LIBRARY

## MINUTES OF MEETING

REGULAR MEETING - MAY 4, 1992

PART 1 - 2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

(Item Missed: 5)

Commissioner Mickins presided

### MINUTES.

Regular Meeting of April 20, 1992.

Action: Approve.

### ANNOUNCEMENTS.

None.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION



CLASSIFICATION MATTERS

1052-92    Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
608-91/92	Airport	P. Lieb and Associates
609-91/92	Arts Commission	Ballon Madness
610-91/92	Civil Service Commission	Judith Sweet
611-91/92	Controller	Theresa McCourt
612-91/92	Public Health	Wu Yee Children's Services
613-91/92	Public Health	Regents, University of California-Family Practice Program
614-91/92	Public Health	Midwest Inventory Services, Inc.
615-91/92	Public Health	Lyon-Martin Women's Health Services
616-91/92	Public Health	Chinatown Youth Center
617-91/92	Public Health	H.H. Brady, D.D.S.
618-91/92	Public Utilities Commission	Sverdrup Corporation
619-91/92	Public Utilities Commission	Morrison-Knudsen Engineers, Inc.
620-91/92	Public Utilities Commission	Ganett Fleming
621-91/92	Public Works	AGS, Inc.
622-91/92	Public Works	Martinez Autocad Training Center
623-91/92	Public Works	S.F. State University Downtown Center
624-91/92	Public Works	Tai Associates/Architects
625-91/92	Public Works	Lou Storey

CLASSIFICATION MATTERS (cont.)

1052-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	626-91/92	Public Works	Susan Saidenberg
	627-91/92	Public Works	Earth Metrics Incorporated
	628-91/92	Public Works	URS Consultants, Inc./GK0 & Assoc.
	629-91/92	Public Works	T.Y. Lin International/Faye Bernstein
	630-91/92	Public Works	EQE/AGS
	631-91/92	Public Works	CYGNA Consulting Engineers/Kwan & Assoc./K.N. Tuan & Assoc./Pegasus Engineering
	632-91/92	Public Works	Shapiro, Okino, Hom & Associates/Structus
	633-91/92	Public Works	Rutherford & Chekene, Consulting Engineers/K.N. Tuan & Assoc./Pegasus Engineering
	634-91/92	Real Estate	Grecco Engineering Management Services
	635-91/92	Mayor's Office	Richard M. Behm
	636-91/92	Mayor's Office	Peter Lloyd Thompson
	637-91/92	Real Estate	Hamilton/Simons and Associates
	638-91/92	Real Estate	David Tattersall and Company
Action:	Adopt staff report; notify the Offices of the Controller and the Purchaser.		

CLASSIFICATION MATTERS (cont.)

1053-92      Classification of positions in various City departments.  
                  (Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	1656 Head Accountant (Sch. 59.9 \$1498B2063)	Same
Public Health/ Central Office	1	2588 Health Worker IV (Sch. 52.6 \$1197B1450)	2587 Health Worker III (Sch. 49.1 \$1013B1226)
Public Health/ CMHS	1	2930 Psychiatric Social Worker (Sch. 57.8 \$1535B1862)	Same
Public Works	1	1450 Executive Secretary I (Sch. 51.9 \$1158B1401)	Same
	1	1446 Secretary II (Sch. 50.0 \$1057B1279)	Same
PUC/MUNI	2	7430 Assistant Electronic Maintenance Technician (Sch. 59.0 \$1626B1975)	Same
	1	1771 Media Production Specialist (Sch. 53.1 \$1226B1484)	Same
Airports Commission	3	9212 Airfield Safety Officer (Sch. 56.0 \$1407B1706)	Same

Action:      Adopt staff report.

COMPENSATION MATTERS

2123-92     Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1.     PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Nuvia Bolanos 1434 Shelter Service Representative	Animal Care and Control	4	4
Peter Hernal 2908 Hospital Eligibility Worker	Public Health	4	4
Jeffrey Jue 2895 Deputy Director for Mental Health Programs	Public Health	2	2
Gary Kato 6248 Electrical Inspector	Public Works	3	3
Daniel Welch 7378 Tile Setter	Public Works	5	5
Mark Yesitis 9209 Airport Police Services Aide	Airport	3	3
Kelly Dearman 8174 Attorney, Civil & Criminal	City Attorney	5	5

2.     TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Michael Kohn 1874 Senior Programmer Analyst	Public Health	5	5 6/30/92
Linda Stewart 1441 Senior Medical Transcriber Typist	Public Health	3	3 6/30/92

COMPENSATION MATTERS (cont.)

2123-92 2. TEMPORARY EXEMPT APPOINTMENTS (cont.)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Ann Wettrich 1820 Junior Administrative Analyst	Arts Commission	5	5 6/30/92
Lilliam Rodriguez 1807 MIS Technician II	Juvenile Probation	5	5 6/30/92

Action: Adopt staff report.

EXAMINATION MATTERS

3031-92 Appeal of staff's denial of protest of the oral/performance examination for Class 1312 Public Information Officer. (Calendar Item No. 6)

April 6, 1992: Over to the meeting of April 20, 1992 at the joint request of Mr. Robert E. Callwell and Ms. Sheila M. Mullen.

April 20, 1992: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.

Action: Over to the meeting of May 18, 1992 at the joint request of the Public Utilities Commission and Local 21.

3035-92 Appeal of background rejection for Class Q2 Police Officer by Geary J. Horikiri. (Calendar Item No. 12)

March 2, 1992: Over to the meeting of March 16, 1992 by Commission action.

March 16, 1992: Over to the meeting of April 20, 1992 at Mr. Horikiri's request.

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Mr. Horikiri's attorney.

Action: Off calendar; appeal by Mr. Geary J. Horikiri withdrawn.

EXAMINATION MATTERS (cont.)

3077-92 Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (Calendar Item No. 7)

April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Lamont's request.

April 20, 1992: Referred to staff; over to the meeting of May 4, 1992.

Action: Over to the meeting of May 18, 1992 at the request of the City Attorney.

3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 10)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

August 19, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

October 21, 1991: Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

December 2, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Police Department.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the San Francisco Police Department due to lack of a full Commission.

March 2, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Marchand's attorney due to lack of a full Commission.

EXAMINATION MATTERS (cont.)

- 3203-90 April 6, 1992: Over to the meeting of May 4, 1992.  
(cont.)
- Action: Over to the meeting of May 18, 1992 at the request of Mr. Marchand's attorney. The Commission stipulated that this will be the final continuance.
- 3329-91 Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (Calendar Item No. 11)
- February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.
- March 2, 1992: Over to the meeting of March 16, 1992 at Mr. Couch's request.
- March 16, 1992: Over to the meeting of April 6, 1992 at the request of Mr. Couch's attorney.
- April 6, 1992: Over to the meeting of May 4, 1992 at the request of Mr. Couch's attorney.
- Action: Over to the meeting of May 18, 1992 at the request of Mr. Couch's attorney. The Commission stipulated that this will be the final continuance.
- 3526-92 Appeal of background rejection for Class 9163 Transit Operator by Tilton Chang. (Calendar Item No. 15)
- April 6, 1992: Over to the meeting of May 4, 1992.
- Action: Grant the appeal of Mr. Tilton Chang for Class 9163 Transit Operator.
- 3539-92 Appeal of background rejection for Class 9163 Transit Operator by Constantine Kalaveras. (Calendar Item No. 16)
- April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Kalaveras' request.
- April 20, 1992: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.
- Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.



EXAMINATION MATTERS (cont.)

3540-92 Appeal of background rejection for Class 9163 Transit Operator by Leoncio B. Saulny IV. (Calendar Item No. 17)

April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Saulny's request.

April 20, 1992: Over to the meeting of May 4, 1992 at the request of the Public Utilities Commission.

Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

3547-92 Appeal of background rejection for Class H2 Firefighter by James K. Johnson. (Calendar Item No. 14)

April 20, 1992: Over to the meeting of May 4, 1992 at Mr. Johnson's request.

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

3622-91 Appeal of background rejection for Class H2 Firefighter by Anthony R. Khatami. (Calendar Item No. 13)

January 6, 1992: Over to the meeting of February 3, 1992 at Mr. Khatami's request.

February 3, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Khatami's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Khatami's attorney.

March 16, 1992: Over to the meeting of April 6, 1992 at Mr. Khatami's request.

April 6, 1992: Over to the meeting of May 4, 1992 at the request of Mr. Khatami's attorney.

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.



IN-SERVICE MATTERS

- 4498-92 Appeal of the decision of the General Manager, Personnel by Margery L. Wong to rescind a resignation of October 2, 1978 and to allow a personal leave of absence for the period of October 2, 1978 to March 28, 1979. (Calendar Item No. 8)

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Ms. Wong's attorney.

Action: Over to the meeting of May 18, 1992 at the request of Ms. Wong's attorney.

- 4558-92 Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. D)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 4589-92 Establishment of a fee for copies of the publication "Salary Standardization Ordinance." (Calendar Item No. E)

Action: Adopt staff report; establish a fee for a copy of the Civil Service Commission publication "Salary Standardization Ordinance" at \$5.00 per copy effective with the Fiscal Year 1992-93 edition in accordance with San Francisco Administrative Code Section 8.326.

- 4602-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to one (1) year. (Calendar Item No. F)

Action: Post for adoption.

GENERAL MANAGER'S REPORT. (Calendar Item No. 32)

A. Rule Changes

B. Updates

Report given.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 33)

The Commission proposes the following preliminary outline for the recruitment and selection of a Class 1292 General Manager, Personnel:

1. Review and update the job description for General Manager, Personnel.
2. Solicit input from members of the community and city department heads, unions and business groups. The input would focus on perceived problems to be overcome and needs to be met in the City's personnel management and the skills and qualifications needed by the General Manager, Personnel to deal effectively with these problems and needs.
3. Invite applications for the General Manager, Personnel position.
4. Invite presentations from a group of search firms selected by the Commission.
5. Meet in executive session to review proposals and hear presentations from competing search firms.
6. Commission selects a search firm.
7. Contract with the selected search firm by June 30, 1992.
8. Search firm develops a recruiting plan to solicit other potential candidates. Screens resumes received and reviews candidates which the search firm has recruited.
9. Interview candidates recommended by the search firm.
10. Conduct second interview with the leading candidates.
11. Make final decision and select a General Manager, Personnel - target date December 31, 1992.

MONTHLY DIVISION REPORTS. (Calendar Item No. 30)

- Classification and Compensation Division

Report given by Principal Personnel Analyst, Linda Lee.

Action: The Commission established a long-term goal to reduce the number of classes to 1,000 from the present level within a three to five year period. There are currently over 2,100 classes including exempt classes.

The goal applies to classification studies now in progress.

- Administrative and Personnel Services Division

Action: Over to the meeting of May 18, 1992.

- Employee and Management Development Division

Report given by Director of Training, Anne Godfrey.

CRITICAL ISSUES. (Calendar Item No. 31)

Americans with Disabilities Act: Joint presentation by the Equal Employment Opportunity and Affirmative Action Division and the City Attorney's Office.

April 20, 1992: Over to the meeting of May 4, 1992 at the joint request of the Equal Employment Opportunity and Affirmative Action Division and the City Attorney.

Action: Over to the meeting of May 18, 1992 at the request of the City Attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 4, 1992

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Maria Ayala, 2585 Health Worker I, 27/E-6, Department of Public Health, Community Public Health Services, 3/6/92. (Calendar Item No. 25)

April 20, 1992: Over to the meeting of May 4, 1992 at Ms. Ayala's request.

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

APPEAL OF AUTOMATIC RESIGNATION

Jack Brodnax, 2588 Health Worker IV, 4/E-1, Department of Public Health, Division of Mental Health Substance Abuse and Forensic Services, 2/26/92. (Calendar Item No. 22)

April 6, 1992: Over to the meeting of May 4, 1992 at Mr. Brodnax's request.

Action: Over to the meeting of May 18, 1992 at the request of Local 790. The Commission stipulated that this will be the final continuance.

APPEAL OF AUTOMATIC RESIGNATION

Theodoris Chambers, 2302 Orderly, 6/E-319, Department of Public Health, San Francisco General Hospital Medical Center, 8/13/91. (Calendar Item No. 23)

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Local 790.

Action: Off calendar at the request of the Department of Public Health; the department indicated that it was rescinding the automatic resignation of Mr. Chambers.

#### APPEAL OF AUTOMATIC RESIGNATION

Connell D. Dewalt, 2708 Custodian, 11/E-59, Public Utilities Commission, San Francisco Municipal Railway, 1/25/92. (Calendar Item No. 19)

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Local 790.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

#### APPEAL OF AUTOMATIC RESIGNATION

Ernest East, 1404 Clerk, 1/DT-1, Department of Parking and Traffic, Residential Parking Program, 3/23/92. (Calendar Item No. 24)

Action: Over to the meeting of June 15, 1992 at the request of Local 790.

#### DISMISSAL OF PERMANENT EMPLOYEE

John Graham, 7346 Painter, 34/E-7, Department of Public Health, Laguna Honda Hospital, 5/17/90. (Calendar Item No. 29)

June 18, 1990: Over to the meeting of July 16, 1990 at the request of Local 4.

July 16, 1990: Off calendar at Mr. Graham's request. Mr. Graham to notify the Assistant Secretary when prepared to proceed. Mr. Graham to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

March 16, 1992: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

April 20, 1992: Over to the meeting of May 4, 1992 at Mr. Graham's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

#### RESIGNATION - SERVICES UNSATISFACTORY

Kevin Mattias, 7514 General Laborer, 8/E-11, Airports Commission, Maintenance Division, 2/12/92. (Calendar Item No. 28)

Action: Over to the meeting of May 18, 1992 at Mr. Mattias' request.

#### APPEAL OF AUTOMATIC RESIGNATION

Janice Padua, 1426 Senior Clerk Typist, 10/CPE-203, Department of Public Health, Forensic Services, 3/3/92. (Calendar Item No. 21)

April 6, 1992: Over to the meeting of April 20, 1992 at the request of the Department of Public Health.

April 20, 1992: Over to the meeting of May 4, 1992 at the joint request of Local 790 and the Department of Public Health.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

#### APPEAL OF AUTOMATIC RESIGNATION

Jose Rodriguez, 7345 Electrician, 28/E-16, Public Utilities Commission, San Francisco Water Department, 2/28/92. (Calendar Item No. 20)



Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

#### TERMINATION OF TEMPORARY APPOINTMENT

Debra Sadorra, 1220 Payroll and Personnel Clerk, 2/NL-1, Juvenile Probation Department, 12/23/91. (Calendar Item No. 26)

February 3, 1992: Over to the meeting of March 2, 1992 at the request of the Juvenile Probation Department.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of the Juvenile Probation Department.

March 16, 1992: Over to the meeting of April 6, 1992 at the request of Local 790.

April 6, 1992: Over to the meeting of April 20, 1992 at Ms. Sadorra's request.

April 20, 1992: Over to the meeting of May 4, 1992 due to a tie vote.

Action: Not to be employed again by the Juvenile Probation Department (Vote of 3 to 2: Commissioners Mickins and Rios dissent).

#### RESIGNATION - SERVICES UNSATISFACTORY

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 27)

January 22, 1990: Over to the meeting of February 5, 1990 at the request of Local 535.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

March 5, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of Local 535.

October 1, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

April 20, 1992: Over to the meeting of May 4, 1992 at Mr. Wade's request.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 34)

None.

ADJOURNMENT (Calendar Item No. 35)

In memory of Yue Bew Leong, father of Esther Leong of the Civil Service Commission staff, who died on April 17, 1992.







City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

**MINUTES OF MEETING**

REGULAR MEETING - MAY 18, 1992

PART I - 2:00 p.m.

**DOCUMENTS DEPT.**

**MAY 24 1992**

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson

Excused: Commissioner Rios  
Commissioner Uyehara

Commissioner Mickins presided

MINUTES.

Regular Meeting of May 4, 1992

Action: Approve.

ANNOUNCEMENTS.

None.

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RESOLUTION OF COMMENDATION.

Dorothy Elise-Jean Cook, Personnel Analyst, Department of Public Health, Decentralized Personnel Unit, on her retirement after thirty-five (35) years of service.

Action: Adopt.

CLASSIFICATION MATTERS

1061-92    Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
639-91/92	Airport	Alphonso Brown
640-91/92	Airport	Joint Venture of Hammer Design Assoc., Inc. and T & L Construction Co.
641-91/92	Airport	John F. Brown Company
642-91/92	City Attorney	Hastings College of the Law, UOP McGeorge School of Law, University of California Los Angeles School of Law
643-91/92	Civil Service Commission	Boss Effectiveness Institute
644-91/92	Controller	ACS Commercial Services
645-91/92	Controller	Bren Norris Associates
646-91/92	Controller	Curtis Jiang, Inc.
647-91/92	Controller	Temco, Inc.
648-91/92	Controller	G.W. Consulting
649-91/92	Public Health	Harding Lawson Associates
650-91/92	Public Health	Treadwell & Rollo, Inc.
651-91/92	Public Health	Project Open Hand
652-91/92	Public Utilities Commission	Raymond Brooks Engineering
653-91/92	Public Utilities Commission	EDAW
654-91/92	Public Utilities Commission	Bookman-Edmonston
655-91/92	Public Utilities Commission	ARCUS
656-91/92	Public Works	AGS, Inc.

CLASSIFICATION MATTERS (cont.)

1061-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
657-91/92	Public Works	Don Todd Associates, Inc.
658-91/92	Public Works	Hratch Kouyoumdjian & Associates
659-91/92	Public Works	Hydroconsult Engineers
660-91/92	Public Works	Parsons, Brinckerhoff, Quade, Douglas, Inc. (PBQD)
661-91/92	Public Works	Trans Pacific Geotechnical Consultants, Inc.
662-91/92	Public Utilities Commission	Rockworks, Ltd./Group
663-91/92	Public Works	U.S. Elevator
664-91/92	Real Estate	David Tattersall and Company
665-91/92	Real Estate	Flack and Flack
666-91/92	Recreation and Park	Royston, Hanamoto, Alley and Abbey
667-91/92	Social Services	Children's Council of S.F.
668-91/92	Social Services	State of California, Employment Development Department (EDD)
669-91/92	Social Services	S.F. Unified School District
670-91/92	Social Services	S.F. Community College District

The following proposed personal services contract summaries are from the Department of Public Health with Short/Doyle funding:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
671-91/92	Public Health	Arriba Juntos/Institute for the Arts of Living
672-91/92	Public Health	Catholic Charities of S.F.
673-91/92	Public Health	Conrad House, Inc.

CLASSIFICATION MATTERS (cont.)

1061-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
674-91/92	Public Health	Insitituto Familiar de la Raza
675-91/92	Public Health	Mental Health Management I, Inc.
676-91/92	Public Health	North of Market Senior Services
677-91/92	Public Health	Oakes Children's Center, Inc.
678-91/92	Public Health	Patients' Rights Advocacy Services, Inc.
679-91/92	Public Health	Progress Foundation
680-91/92	Public Health	Richmond Area Multi-Services, Inc.
681-91/92	Public Health	S.F. Mental Health Education Funds, Inc.
682-91/92	Public Health	S.F. Suicide Prevention, Inc.
683-91/92	Public Health	Audrey L. Smith Developmental Center, Inc.
684-91/92	Public Health	Swords to Plowshares
685-91/92	Public Health	Volunteer Center of San Francisco

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1062-92 Classification of positions in various City departments.  
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Assessor	1	1650 Accountant (Sch. 50.7 \$1093B1323)	Same

CLASSIFICATION MATTERS (cont.)

1062-92  
(cont.)

AMEND THE FOLLOWING CLASS SPECIFICATION:

Existing Class and Rate

1168 Director of Health  
(Sch. 77.2 \$3948B4799)

Recommendation

Amend the class  
specification  
for 1168  
Director of  
Health. Draft  
class  
specification  
as detailed in  
the staff  
report.

Action: Adopt staff report.

EXAMINATION MATTERS

3031-92 Appeal of staff's denial of protest of the oral/performance  
examination for Class 1312 Public Information Officer.  
(Calendar Item No. 8)

April 6, 1992: Over to the meeting of April 20, 1992 at the  
joint request of Mr. Robert E. Callwell and Ms.  
Sheila M. Mullen.

April 20, 1992: Over to the meeting of May 4, 1992 at the  
request of the Public Utilities Commission.

May 4, 1992: Over to the meeting of May 18, 1992 at the  
joint request of the Public Utilities  
Commission and Local 21.

Action: Adopt staff report; deny appeals of Robert E. Callwell  
and Sheila M. Mullen.

3064-92 Appeal of staff's denial of protest of examination in Class 2810  
Principal Disease Control Investigator. (Calendar Item No. 7)

March 16, 1992: Over to the meeting of April 6, 1992 at the  
request of Sheila Davis-Jackson and Patricia A.  
Knapp.

EXAMINATION MATTERS (cont.)

3064-92  
(cont.)

April 6, 1992: Off calendar at the request of the Department of Public Health.

Action: Over to the meeting of June 1, 1992 by Commission action.

3077-92 Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (Calendar Item No. 9)

April 6, 1992: Over to the meeting of April 20, 1992 at Mr. Lamont's request.

April 20, 1992: Referred to staff; over to the meeting of May 4, 1992.

May 4, 1992: Over to the meeting of May 18, 1992 at the request of the City Attorney.

Action: Over to the meeting of June 1, 1992 at the request of the City Attorney.

3093-92 Appeal of staff's denial of protest of the oral/performance examination for Class 5290 Transit Planner - Mass Transit and General Transportation specialty lists. (Calendar Item No. 10)

Action: Adopt staff report; deny appeal of Carl Natvig.

3097-92 Appeal of the terms of the examination announcement for Class 7134 Water Construction and Maintenance Superintendent. (Calendar Item No. 11)

Action: Find Kingsley Roberts qualified to participate in the examination for Class 7134 Water Construction and Maintenance Superintendent.

3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 15)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.



EXAMINATION MATTERS (cont.)

3203-90 (cont.)      June 3, 1991:      Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

                    June 17, 1991:      Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

                    July 15, 1991:      Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

                    August 19, 1991:      Over to the meeting of October 21, 1991 at the request of Mr. Marchand's attorney.

                    October 21, 1991:      Over to the meeting of December 2, 1991 at the request of Mr. Marchand's attorney.

                    December 2, 1991:      Over to the meeting of January 6, 1992 at the request of Mr. Marchand's attorney.

                    January 6, 1992:      Over to the meeting of February 3, 1992 at the request of the San Francisco Police Department.

                    February 3, 1992:      Over to the meeting of March 2, 1992 at the request of the San Francisco Police Department due to lack of a full Commission.

                    March 2, 1992:      Over to the meeting of April 6, 1992 at the request of Mr. Marchand's attorney due to lack of a full Commission.

                    April 6, 1992:      Over to the meeting of May 4, 1992.

                    May 4, 1992:      Over to the meeting of May 18, 1992 at the request of Mr. Marchand's attorney. The Commission stipulated that this will be the final continuance.

                    Action:      Grant the appeal of Edouard D. Marchand for Class Q2 Police Officer.

3329-91      Appeal of background rejection for Class Q2 Police Officer by James G. Couch. (Calendar Item No. 16)

                    February 3, 1992:      Over to the meeting of March 2, 1992 at the request of Mr. Couch's attorney.

                    March 2, 1992:      Over to the meeting of March 16, 1992 at Mr. Couch's request.



EXAMINATION MATTERS (cont.)

3329-91    March 16, 1992:      Over to the meeting of April 6, 1992 at the  
(cont.)                      request of Mr. Couch's attorney.

             April 6, 1992:           Over to the meeting of May 4, 1992 at the  
                                 request of Mr. Couch's attorney.

             May 4, 1992:           Over to the meeting of May 18, 1992 at the  
                                 request of Mr. Couch's attorney. The  
                                 Commission stipulated that this will be the  
                                 final continuance.

             Action:            Adopt staff report; deny appeal of James G. Couch;  
                                 sustain the decision of the Chief of Police.

  

3578-91    Appeal of background rejection for Class 8304 Deputy Sheriff by  
                 David L. Lara. (Calendar Item No. 17)

             July 1, 1991:            Over to the meeting of August 5, 1991 at the  
                                 request of Mr. Lara's attorney.

             August 5, 1991:        Over to the meeting of September 16, 1991 at  
                                 the request of Mr. Lara's attorney.

             September 16, 1991:      Over to the meeting of November 18, 1991  
                                 at the request of Mr. Lara's attorney.

             November 18, 1991:      Over to the meeting of January 6, 1992 at  
                                 the request of Mr. Lara's attorney.

             January 6, 1992:        Over to the meeting of March 2, 1992 at the  
                                 request of Mr. Lara's attorney.

             March 2, 1992:           Over to the meeting of March 16, 1992 at the  
                                 request of Mr. Lara's attorney.

             March 16, 1992:        Over to the meeting of May 18, 1992 at the  
                                 joint request of the Sheriff and Mr. Lara's  
                                 attorney.

             Action:            Over to the meeting of July 6, 1992 at the request of  
                                 Mr. Lara's attorney.

IN-SERVICE MATTERS

- 4498-92 Appeal of the decision of the General Manager, Personnel by Margery L. Wong to deny request to rescind a resignation of October 2, 1978 and allow a personal leave of absence for the period of October 2, 1978 to March 28, 1979. (Calendar Item No. 12)

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Ms. Wong's attorney.

May 4, 1992: Over to the meeting of May 18, 1992 at the request of Ms. Wong's attorney.

Action: Over to the meeting of June 1, 1992 at the request of Ms. Wong's attorney.

- 4665-92 Appeal of the decision of the General Manager, Personnel by Mark Goldstein to deny request to return to holdover roster for Class 1270 Departmental Personnel Officer. (Calendar Item No. 32)

Action: Over to the meeting of June 1, 1992 at Mr. Goldstein's request.

- 4666-92 Appeal of the decision of the General Manager, Personnel by Charles O'Neill-Jones to restrict future employment and cancel current examination and eligibility status. (Calendar Item No. 13)

Action: Over to the meeting of June 15, 1992 at the request of Mr. O'Neill-Jones' attorney.

- 4677-92 Establishment of a fee for copies of the publication "Alpha/Schematic Classification Index." (Calendar Item No. C)

Action: Adopt staff report; establish a fee for copies of the Civil Service Commission publication "Alpha/Schematic Classification Index" at \$2.00 per copy effective with the Fiscal Year 1992-93 edition in accordance with San Francisco Administrative Code Section 8.26.

IN-SERVICE MATTERS (cont.)

4678-92 Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. D)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

GENERAL MANAGER'S REPORT. (Calendar Item No. 29)

Report given.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 30)

None.

DIVISION REPORT. (Calendar Item No. 27)

- Recruitment and Selection Division

Report given by Ray Wong, Division Manager, Recruitment and Selection Division.

CRITICAL ISSUES. (Calendar Item No. 28)

- Americans with Disabilities Act: Joint presentation by the Equal Employment Opportunity and Affirmative Action Division and the City Attorney's Office.

CRITICAL ISSUES. (cont.)

April 20, 1992: Over to the meeting of May 4, 1992 at the joint request of the Equal Employment Opportunity and Affirmative Action Division and the City Attorney.

May 4, 1992: Over to the meeting of May 18, 1992 at the request of the City Attorney.

Action: Over to the meeting of June 1, 1992 at the request of the City Attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 18, 1992

PART III - 4:00 p.m.

APPEAL OF AUTOMATIC RESIGNATION

- (19) Jack Brodnax, 2588 Health Worker IV, 4/E-1, Department of Public Health, Division of Mental Health Substance Abuse and Forensic Services, 2/26/92. (Calendar Item No. 19)

April 6, 1992: Over to the meeting of May 4, 1992 at Mr. Brodnax's request.

May 4, 1992: Over to the meeting of May 18, 1992 at the request of Local 790. The Commission stipulated that this will be the final continuance.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

Ethel Edwards-Flores, 2708 Custodian, 231/E-3, Recreation and Park Department, 4/8/92. (Calendar Item No. 26)

Action: Over to the meeting of June 15, 1992 at the request of Ms. Edwards-Flores' attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Olivia Franco, 2708 Custodian, 268/E-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/92. (Calendar Item No. 25)

Action: Over to the meeting of June 1, 1992 at the request of Local 790.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carlton L. Hamilton, 2760 Laundry Worker, 23/E-6, Department of Public Health, Laguna Honda Hospital, 4/3/92. (Calendar Item No. 22)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health. Medical clearance by a designated Commission physician prior to reemployment.

#### APPEAL OF AUTOMATIC RESIGNATION

Veronica Malone, 2708 Custodian, 42/E-54, San Francisco Unified School District, Custodial Services, 1/22/92. (Calendar Item No. 20)

Action: Over to the meeting of June 15, 1992 at the request of Local 790.

#### RESIGNATION - SERVICES UNSATISFACTORY

Kevin Mattias, 7514 General Laborer, 8/E-11, Airports Commission, Maintenance Division, 2/12/92. (Calendar Item No. 23)

May 4, 1992: Over to the meeting of May 18, 1992 at Mr. Mattias' request.

Action: Over to the meeting of July 20, 1992 at Mr. Mattias' request.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91. (Calendar Item No. 21)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Moy's request.

March 16, 1992: Over to the meeting of April 20, 1992 at Ms. Moy's request.

April 20, 1992: Over to the meeting of May 18, 1992 at the request of Ms. Moy's attorney.

Action: Over to the meeting of June 1, 1992 at the request of Ms. Moy's attorney.

#### DISMISSAL OF PERMANENT EMPLOYEE

Lester Stuart, 2760 Laundry Worker, 16/E-2, Department of Public Health, Laguna Honda Hospital, 2/14/92. (Calendar Item No. 24)

April 20, 1992: Over to the meeting of May 18, 1992 at the request of Local 250.

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

#### INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 31)

Earnestine Cade Hill, Local 790  
Carmen Herrera  
Patricia Lee, Local 790

#### ADJOURNMENT (Calendar Item No. 33)





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

GRANT S. MICKINS, PRESIDENT  
CLEO DONOVAN, VICE PRESIDENT  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER  
EMI R. UYEHARA, COMMISSIONER

ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

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**MINUTES OF MEETING**

REGULAR MEETING - JUNE 1, 1992

PART 1 - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

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Excused: Commissioner Donovan

Commissioner Uyehara presided

MINUTES.

Regular Meeting of May 18, 1992.

Action: Approve.

ANNOUNCEMENTS.

Executive Session, June 1, 1992.

The Civil Service Commission met in closed session on Monday, June 1, 1992 at 1 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issue. Present were Commissioners Mickins, Munson, Rios and Uyehara. The Commission instructed its Chief Labor Negotiator.



ANNOUNCEMENTS. (cont.)

The Commission also discussed a personnel issue in this closed session pursuant to Section 54957 of the Government Code of the State of California. Present were Commissioners Mickins, Munson, Rios and Uyehara. No action was taken.

ELECTION OF COMMISSION OFFICERS.

Commissioner Cleo Donovan was elected President and Commissioner Emi Uyehara, Vice President, for terms of office expiring May 31, 1993.

CLASSIFICATION MATTERS

- 1071-92 Review of requests for approval of proposed personal services contracts from the Department of Public Health Short-Doyle Funding. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
639-91/92	Public Health	Baker Places, Inc.
640-91/92	Public Health	Bayview Hunter's Point Foundation
641-91/92	Public Health	California Medivan dba MV Transportation
642-91/92	Public Health	California Pacific Medical Center
643-91/92	Public Health	Community Crisis Services of S.F.
644-91/92	Public Health	Crestwood Hospitals, Inc.
645-91/92	Public Health	Edgewood Children's Center
646-91/92	Public Health	Episcopal Community Services
647-91/92	Public Health	Family Service Agency of S.F.
648-91/92	Public Health	Harbor Hills

CLASSIFICATION MATTERS (cont.)

1071-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	649-91/92	Public Health	La Cheim Residential Treatment Centers
	650-91/92	Public Health	MSC Psychiatric Services Corp.
	651-91/92	Public Health	Ramsell Corporation
	652-91/92	Public Health	Recreation Center for the Handicapped, Inc.
	653-91/92	Public Health	Regents of the University of California - Center on Deafness
	654-91/92	Public Health	Regents of the University of California - Langley Porter Hospital
	655-91/92	Public Health	Regents of the University of California - Department of Psychiatry (SFGH)
	656-91/92	Public Health	Saint Francis Memorial Hospital
	657-91/92	Public Health	St. Mary's Hospital and Medical Center
	658-91/92	Public Health	San Francisco Drug Abuse Advisory Board, Inc.
	659-91/92	Public Health	San Jose Care and Guidance-Beverly California Corporation
	660-91/92	Public Health	County of San Mateo, Division of Mental Health Services
	661-91/92	Public Health	Westside Community Mental Health Center, Inc.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.		

CLASSIFICATION MATTERS (cont.)

1072-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
662-91/92	Airport	Moss Bay Group
663-91/92	Airport	Group 4/Architecture, Research & Planning
664-91/92	Arts Commission	Johanna Poethig
665-91/92	Arts Commission	Joe Sam
666-91/92	Arts Commission	Martha Heavenston
667-91/92	Controller	Data Processing & Accounting Services
668-91/92	Controller	Tim Meager & Associates, Inc.
669-91/92	Controller	ACS Commercial Services
670-91/92	Controller	Pacific Coast Systems, Inc.
671-91/92	Controller	DAPRU, Inc.
672-91/92	Controller	Knauer Associates
673-91/92	Controller	IBM
674-91/92	Controller	S.K. White Consulting
675-91/92	Controller	Crackerjack Consulting, Inc.
676-91/92	Controller	Curtis Jiang, Inc.
677-91/92	Controller	Melotech, Inc.
678-91/92	Controller	TEMCO, Inc.
679-91/92	Controller	Sally Bard Consulting
680-91/92	Fire	Health Check, Davies Medical Center
681-91/92	Mayor's Office	Peter M. Finnegan
682-91/92	Port	Grand World Shipping, Ltd. (Taipei)

CLASSIFICATION MATTERS (cont.)

1072-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	683-91/92	Port	Journal of Commerce (JOC)
	684-91/92	Port	Masahiko Isashita (Tokyo)
	685-91/92	Port	Port Railroads, Inc.
	686-91/92	Port	Respiratory Medical Group, Inc.
	687-91/92	Port	San Francisco State University
	688-91/92	Port	Smith, Dawson & Andrews
	689-91/92	Port	Trade Reps Ltd. (Chicago)
	690-91/92	Port	Trade Information Services (TIS)
	691-91/92	Public Health	Continuum: HIV Day Services
	692-91/92	Public Health	Mission Neighborhood Health Center
	693-91/92	Public Health	North East Medical Services
	694-91/92	Public Health	Regents of the University of California, Department of Obstetrics, Gynecology & Reproductive Sciences
	695-91/92	Public Health	Rose Resnick Center for the Blind and Visually Impaired
	696-91/92	Public Health	Shoshana Rosenfeld
	697-91/92	Public Health	South of Market Health Center
	698-91/92	Public Health	UCSF - Department of Radiology
	699-91/92	Public Health	Carlson Price Fass and Company, Inc.
	700-91/92	Public Health	Accutite Tank Testing
	701-91/92	Public Health	Westside Community Mental Health Center

CLASSIFICATION MATTERS (cont.)

1072-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	702-91/92	Public Health	University of California, Center on Deafness
	703-91/92	Public Health	Bayview Hunter's Point Foundation (AIAI)
	704-91/92	Public Works	Data Processing and Accounting Services
	705-91/92	Public Works	IRD Mechanalysis - USA
	706-91/92	Public Works	ICF Kaiser Engineers, Inc.
	707-91/92	Public Works	Deleuw, Cather & Company
	708-91/92	Recreation and Park	John C. Tillotson, AIA
	709-91/92	Social Services	Family Support Services of the Bay Area (RESPITE)
	710-91/92	Social Services	Family Support Services of the Bay Area - In-Home Support Services
	711-91/92	Social Services	Glide Memorial Services
	712-91/92	Social Services	Catholic Charities (Guerrero House/Jelani House)
	713-91/92	Social Services	Episcopal Community Services (MSC-North)
	714-91/92	Social Services	Central City Hospitality House (Cambridge Hotel)
	715-91/92	Social Services	Family Service Agency of S.F. (Respite Program)
	716-91/92	Social Services	Audrey L. Smith Development Center, Inc.
	717-91/92	Social Services	Economic Opportunity Council (MOE)
	718-91/92	Social Services	Mission Childcare Consortium (MOE)
	719-91/92	Social Services	American Red Cross, Golden Gate Chapter

CLASSIFICATION MATTERS (cont.)

1072-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
720-91/92	Social Services	The Episcopal Sanctuary
721-91/92	Social Services	The Salvation Army
722-91/92	Social Services	Hamilton Family Center
723-91/92	Social Services	Central City Hospitality House
724-91/92	Social Services	Dolores Street Community Center
725-91/92	Social Services	Innovative Housing
726-91/92	Social Services	Mission Housing Development Corp.
727-91/92	Social Services	Catholic Charities (Family Resource Center)
728-91/92	Social Services	Conrad House, Inc. (S.F. Support Services - MSC Program)
729-91/92	Social Services	Travelers Aid S.F./Childcare Center
730-91/92	Social Services	Travelers Aid S.F./Emergency Shelter
731-91/92	Social Services	Robert L. Tufel
732-91/92	Social Services	Recreation Center for the Handicapped (RCH)
733-91/92	Social Services	(THC) Tenderloin Housing Clinic/Modified Payments
734-91/92	Social Services	The Glide Foundation
735-91/92	Social Services	University of California/EPP/In-HomeSupport Service
736-91/92	Social Services	Larkin Street Youth Center
737-91/92	Social Services	The Salvation Army-The Gateway

CLASSIFICATION MATTERS (cont.)

1072-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
738-91/92	Social Services	Alicia F. Lieberman, Ph.D.
739-91/92	Social Services	Carolyn Block, Ph.D.
740-91/92	Social Services	Valata Jenkins-Monroe, Ph.D.
741-91/92	Social Services	St. Vincent de Paul Society of S.F. (MSC)
742-91/92	Controller	Pacific Coast Systems
743-91/92	Controller	ACS Commercial Services Corp.
744-91/92	Controller	Tri-Pacific Consulting
745-91/92	Controller	S.K. White Consulting
746-91/92	Controller	Savvy, Inc.
747-91/92	Controller	S.K. White Consulting
748-91/92	Purchasing	Bedford Consulting
749-91/92	Purchasing	Mardave Compu, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2136-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Paul Case 6340 School Construction Coordinator	SFUSD	3	3



COMPENSATION MATTERS (cont.)

2136-92  
(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Taghi Esfahani 5234 Junior Electrical Engineer	SFUSD	5	5
Frank Filice 5280 Planner III	Public Works	3	3
Maria Manasievici 1406 Senior Clerk	Public Works	5	5
Alfreda Davis Porter 8182 Director, Office of Citizens Complaints	Police	5	5
Diane Nicollette Collins 2230 Physician Specialist (As-Needed)	Public Health	5	5
Diane Nicollette Collins 2232 Senior Physician Specialist	Public Health	5	5
Jesse Smith 8178 Senior Attorney, Civil & Criminal	City Attorney	3	3
Lawrence Wayte 8174 Attorney, Civil & Criminal	City Attorney	5	5
Cheryl Weisbord 8182 Head Attorney, Civil & Criminal	City Attorney	5	5
Kathryn Zoglin 8178 Senior Attorney, Civil & Criminal	City Attorney	3	3

Action: Adopt staff report.

### EXAMINATION MATTERS

- 3064-92    Appeal of staff's denial of protest of examination in Class 2810 Principal Disease Control Investigator. (Calendar Item No. 7)
- March 16, 1992:            Over to the meeting of April 6, 1992 at the request of Sheila Davis-Jackson and Patricia A. Knapp.
- April 6, 1992:            Off calendar at the request of the Department of Public Health.
- May 18, 1992:            Over to the meeting of June 1, 1992 by Commission action. Refer to the General Manager, Personnel for review and recommendations.
- Action:        1.    The Civil Service Commission Classification Unit is directed to conduct a class audit of one position in Class 2810 Principal Disease Control Investigator in the Surveillance Section of the AIDS Office, Department of Public Health; withhold the Personnel Requisition for this position from the certification;
2.    Adopt eligible list for Class 2810 Principal Disease Control Investigator; and,
3.    Certify the remaining positions to eligible list CPE-1.
- 
- 3077-92    Appeal of staff's denial of protest regarding the oral/performance examination for Class 5268 Architect. (Calendar Item No. 8)
- April 6, 1992:            Over to the meeting of April 20, 1992 at Mr. Lamont's request.
- April 20, 1992:           Referred to staff; over to the meeting of May 4, 1992.
- May 4, 1992:            Over to the meeting of May 18, 1992 at the request of the City Attorney.
- May 18, 1992:           Over to the meeting of June 1, 1992 at the request of the City Attorney.
- Action:        Cancel the oral examination results; administer a new oral examination for Class 5268 Architect.

IN-SERVICE MATTERS

- 4498-92 Appeal of the decision of the General Manager, Personnel by Margery L. Wong to deny request to rescind her resignation of October 2, 1978 and allow a personal leave of absence for the period of October 2, 1978 to March 28, 1979. (Calendar Item No. 9)

April 20, 1992: Over to the meeting of May 4, 1992 at the request of Ms. Wong's attorney.

May 4, 1992: Over to the meeting of May 18, 1992 at the request of Ms. Wong's attorney.

May 18, 1992: Over to the meeting of June 1, 1992 at the request of Ms. Wong's attorney.

Action: Adopt staff report; deny appeal of Margery L. Wong; sustain the decision of the General Manager, Personnel. (Vote of 3 to 1: Commissioner Rios dissents).

- 4665-92 Appeal of the decision of the General Manager, Personnel by Mark Goldstein to deny request to return his name to the holdover roster for Class 1270 Departmental Personnel Officer. (Calendar Item No. 19)

May 18, 1992: Over to the meeting of June 1, 1992 at Mr. Goldstein's request.

Action: Adopt staff report; deny appeal of Mark R. Goldstein; sustain the decision of the General Manager, Personnel.

- 4668-92 Appeal of the decision of the General Manager, Personnel, by Eduardo O. Soriano to deny request to return his name to the eligible list for Class 2302 Orderly. (Calendar Item No. 10)

Action: Adopt staff report; deny appeal of Eduardo O. Soriano; sustain the decision of the General Manager, Personnel.

GENERAL MANAGER'S REPORT. (Calendar Item No. 16)

Report received - filed.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 17)

None.

DIVISION REPORT. (Calendar Item No. 14)

Decentralized Personnel Units

Introduction: Don Pistolesi, Civil Service Commission Staff Coordinator, Decentralized Personnel Units Reports:

Report given by Don Pistolesi, Assistant Division Manager. Report received - filed.

Unit Reports: Department of Public Health

Report given by Steve Martin, Principal Personnel Analyst. Report received - filed.

Department of Social Services

Report given by Mary Smith, Personnel Director. Report received - filed.

Airports Commission

Report given by Jim Ilnicki, Personnel Director. Report received - filed.

Public Utilities Commission

Report given by Andrea Gourdine, Manager, Bureau of Personnel and Training. Report received - filed.

CRITICAL ISSUES. (Calendar Item No. 15)

- Americans with Disabilities Act: Joint presentation by the Equal Employment Opportunity and Affirmative Action Division and the City Attorney's Office.

April 20, 1992: Over to the meeting of May 4, 1992 at the joint request of the Equal Employment Opportunity and Affirmative Action Division and the City Attorney.

May 4, 1992: Over to the meeting of May 18, 1992 at the request of the City Attorney.

May 18, 1992: Over to the meeting of June 1, 1992 at the request of the City Attorney.

Report given by Evelyn Hogan-Jackson, Division Manager, Equal Employment Opportunity and Affirmative Action Division.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 1, 1992

PART II - 3 p.m.

RESIGNATION - SERVICES UNSATISFACTORY

Karim Batcha, 2905 Senior Eligibility Worker, 64/CPE-4, Department of Social Services, 6/3/88. (Calendar Item No. 12)

July 18, 1988: Off calendar at the request of Local 535. Mr. Batcha to notify the Assistant Secretary when prepared to proceed. Mr. Batcha to remain ineligible for all City and County employment pending determination by the Civil Service Commission.

March 16, 1992: Over to the meeting of April 20, 1992 at Mr. Batcha's request.

April 20, 1992: Over to the meeting of June 1, 1992 at Mr. Batcha's request.

Action: Accept resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco. (Vote of 3 to 1: Commissioner Mickins dissents).

Olivia Franco, 2708 Custodian, 268/E-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/92. (Calendar Item No. 13)

May 18, 1992: Over to the meeting of June 1, 1992 at the request of Local 790.

Action: No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lisa Moy, H-2 Firefighter, 914/E-29, San Francisco Fire Department, 11/26/91. (Calendar Item No E)

January 6, 1992: Over to the meeting of February 3, 1992 at the request of the San Francisco Fire Department.

February 3, 1992: Over to the meeting of March 16, 1992 at Ms. Moy's request.

March 16, 1992: Over to the meeting of April 20, 1992 at Ms. Moy's request.

April 20, 1992: Over to the meeting of May 18, 1992 at the request of Ms. Moy's attorney.

May 18, 1992: Over to the meeting of June 1, 1992 at the request of Ms. Moy's attorney.

Action: Off calendar; request for hearing withdrawn.

#### DISMISSAL OF PERMANENT EMPLOYEE

Dismissal of Alberta Sullivan, Class 1446 Secretary II, 3/E-125, Airports Commission. (Calendar Item No. D)

October 1, 1990: Off calendar at the request of Local 790. Ms. Sullivan to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matters.

Action: Off calendar. No action taken. As a retired employee, Ms. Sullivan is ineligible for employment in any position covered by the civil service system of the City and County of San Francisco.

#### INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 18)

None.

#### ADJOURNMENT. (Calendar Item No. 20)





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

CLEO DONOVAN, PRESIDENT  
EMI R. UYEHARA, VICE PRESIDENT  
GRANT S. MICKINS, COMMISSIONER  
A. LEE MUNSON, COMMISSIONER  
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CAROL M. SAM, ASSISTANT SECRETARY

## MINUTES OF MEETING

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REGULAR MEETING - JUNE 15, 1992

PART 1 - 2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Commissioner Donovan presided

### MINUTES.

Regular Meeting of June 1, 1992.

Action: Approve.

### ANNOUNCEMENTS.

A. Executive Session, June 11, 1992.

The Civil Service Commission met in closed session on Thursday, June 11, 1992 at 5:30 p.m. in Room 1540 City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel matter. Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara. No action was taken.



ANNOUNCEMENTS. (cont.)

B. Executive Session, June 15, 1992.

The Civil Service Commission met in closed session on Monday, June 15, 1992 at 12 Noon in Room 154C City Hall pursuant to Sections 54957.6 and 54957 of the Government Code of the State of California to discuss labor relations and personnel matters. Present were Commissioners Donovan, Mickins, Munson, Rios and Uyebara. This Executive Session was recessed to 5 p.m. on June 15, 1992 in Room 154C City Hall and will again be recessed to Monday, June 22, 1992 at 7:30 a.m. in Room 154C City Hall.

CLASSIFICATION MATTERS

1104-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
750-91/92	Commission on the Aging	Asian Law Caucus
751-91/92	Commission on the Aging	Bayview Hunters Point Multipurpose Senior Center
752-91/92	Commission on the Aging	Bernal Heights Community Foundation
753-91/92	Commission on the Aging	Catholic Charities
754-91/92	Commission on the Aging	Centro Latino De San Francisco, Inc.
755-91/92	Commission on the Aging	Church of the Advent
756-91/92	Commission on the Aging	Episcopal Community Services-Canon Kip
757-91/92	Commission on the Aging	Family Service Agency
758-91/92	Commission on the Aging	Filipino-American Council
759-91/92	Commission on the Aging	Golden Gate Senior Services
760-91/92	Commission on the Aging	In-Home Supportive Services Consortium (IHSS)
761-91/92	Commission on the Aging	Kimochi, Inc.

CLASSIFICATION MATTERS (cont.)

1104-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	762-91/92	Commission on the Aging	John King Senior Center
	763-91/92	Commission on the Aging	Korean Center, Inc.
	764-91/92	Commission on the Aging	Legal Assistance to the Elderly
	765-91/92	Commission on the Aging	Meals on Wheels
	766-91/92	Commission on the Aging	Mission Community Legal Defense, Inc.
	767-91/92	Commission on the Aging	Mission Neighborhood Centers, Inc.
	768-91/92	Commission on the Aging	North of Market Senior Services
	769-91/92	Commission on the Aging	Operation Concern
	770-91/92	Commission on the Aging	CPMC 30th Street Center
	771-91/92	Commission on the Aging	Reality House West
	772-91/92	Commission on the Aging	Russian American Community Services
	773-91/92	Commission on the Aging	The Salvation Army
	774-91/92	Commission on the Aging	San Francisco Institute on Aging
	775-91/92	Commission on the Aging	San Francisco Senior Center - Downtown Branch
	776-91/92	Commission on the Aging	Self-Help for the Elderly
	777-91/92	Commission on the Aging	Services for Seniors
	778-91/92	Commission on the Aging	The United Way Adult Day Health Care Network
	779-91/92	Commission on the Aging	United Jewish Community Center
	780-91/92	Commission on the Aging	Visitacion Valley Community Center
	781-91/92	Commission on the Aging	Western Addition Senior Citizens Service Center

CLASSIFICATION MATTERS (cont.)

1104-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	782-91/92	Commission on the Aging	Y.M.C.A. of San Francisco
	783-91/92	Commission on the Aging	Centro Latino De San Francisco
	784-91/92	Commission on the Aging	Church of the Advent
	785-91/92	Commission on the Aging	Filipino-American Council of S.F.
	786-91/92	Commission on the Aging	Kimochi, Inc.
	787-91/92	Commission on the Aging	Korean Center, Inc.
	788-91/92	Commission on the Aging	Meals on Wheels of San Francisco, Inc.
	789-91/92	Commission on the Aging	CPMC Senior Services
	790-91/92	Commission on the Aging	Russian American Community Services
	791-91/92	Commission on the Aging	The Salvation Army
	792-91/92	Commission on the Aging	Self-Help for the Elderly
	793-91/92	Commission on the Aging	Services for Seniors, Inc.
	794-91/92	Commission on the Aging	United Jewish Community Center
	795-91/92	Commission on the Aging	Western Addition Senior Citizens Service Center
	Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1105-92    Review of requests for approval of proposed personal services contracts from the Department of Public Health with Short-Doyle Funding. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
796-91/92	Public Health	Instituto Familiar de la Raza

CLASSIFICATION MATTERS (cont.)

1105-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	797-91/92	Public Health	Asian American Recovery Services, Inc.
	798-91/92	Public Health	Baker Places, Inc.
	799-91/92	Public Health	Bay Area Addiction, Research and Treatment, Inc.
	800-91/92	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.
	801-91/92	Public Health	California Pacific Community Services Corporation/Operation Concern
	802-91/92	Public Health	Center for Human Development, Inc.
	803-91/92	Public Health	Center for Juvenile and Criminal Justice, Inc.
	804-91/92	Public Health	Chemical Awareness and Treatment Services, Inc.
	805-91/92	Public Health	Eclectic Communications, Inc.
	806-91/92	Public Health	18th Street Services, Inc.
	807-91/92	Public Health	Forensic Health Care, Inc.
	808-91/92	Public Health	Friendship House Association of American Indians, Inc.
	809-91/92	Public Health	Haight Ashbury Free Clinics, Inc.
	810-91/92	Public Health	Horizons Unlimited of S.F., Inc.
	811-91/92	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
	812-91/92	Public Health	Multicultural Training Resource Center, Inc.

CLASSIFICATION MATTERS (cont.)

1105-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	813-91/92	Public Health	National Council on Alcoholism and Other Drug Addictions-Bay Area, Inc.
	814-91/92	Public Health	North of Market Senior Services, Inc.
	815-91/92	Public Health	Henry Ohlhoff House, Inc.
	816-91/92	Public Health	St. Vincent de Paul Society of S.F.
	817-91/92	Public Health	The Salvation Army, A California Corp.
	818-91/92	Public Health	S.F. Pretrial Diversion Project, Inc.
	819-91/92	Public Health	S.F. Suicide Prevention, Inc.
	820-91/92	Public Health	University of California/AIDS Health Project
	821-91/92	Public Health	University of California/Program for AIDS Conseling and Education
	822-91/92	Public Health	Walden House, Inc.
	823-91/92	Public Health	Westside Community Mental Health Center, Inc.
	824-91/92	Public Health	Women's Alcoholism Center, Inc.
	825-91/92	Public Health	Women's Institute for Mental Health, Inc.
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.		

CLASSIFICATION MATTERS (cont.)

1106-92    Review of requests for approval of proposed personal services contracts. (Calendar Item No. C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
826-91/92	Airport	Diane Sanchez
827-91/92	Airport	Traffic Data Service
828-91/92	Airport	Geo/Resource Consultants, Inc.
829-91/92	Animal Care & Control	California Center for Wildlife
830-91/92	Animal Care & Control	All Animals Emergency
831-91/92	Animal Care & Control	Mission Pet Hospital
832-91/92	Animal Care & Control	S.F. SPCA Hospital
833-91/92	Animal Care & Control	Pets Unlimited
834-91/92	Arts Commission	Al Wong
835-91/92	Civil Service Commission	Towers Perrin Company
836-91/92	Controller	Precision Writing
837-91/92	Controller	Melotech, Inc.
838-91/92	Controller	Main Consulting
839-91/92	Controller	Owens Information Systems, Inc.
840-91/92	Controller	Mastech Corporation
841-91/92	Controller	Precision Writing
842-91/92	Convention Facilities	S.F. Convention & Visitors Bureau
843-91/92	Convention Facilities	Wallace Mah & Louie
844-91/92	District Attorney	Hastings College of Law
845-91/92	District Attorney	Golden Gate University
846-91/92	District Attorney	S.F. State University

CLASSIFICATION MATTERS (cont.)

1106-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	847-91/92	District Attorney	University of San Francisco
	848-91/92	District Attorney	University of California at Berkeley
	849-91/92	District Attorney	New College of California
	850-91/92	Juvenile Probation	Law Enforcement Psychological Services
	851-91/92	Juvenile Probation	Potrero Hill Neighborhood House
	852-91/92	Juvenile Probation	OMI-Pilgrim Community Center
	853-91/92	Juvenile Probation	Bayview-Hunter's Point Foundation
	854-91/92	Juvenile Probation	Morrisania West, Inc.
	855-91/92	Juvenile Probation	Pilipino Early Intervention
	856-91/92	Police	Wayne Papy
	857-91/92	Police	Tiburon, Inc.
	858-91/92	Public Health	Central City Hospitality House
	859-91/92	Public Health	Eighteenth Street Services
	860-91/92	Public Health	UCSF/AIDS Health Project
	861-91/92	Public Health	University of California, S.F.
	862-91/92	Public Health	AIDS Benefits Counselors
	863-91/92	Public Health	AIDS Indigent Direct Services
	864-91/92	Public Health	Bayview-Hunter's Point Foundation/A.I.A.I.



CLASSIFICATION MATTERS (cont.)

1106-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	865-91/92	Public Health	Bayview-Hunter's Point Foundation/A.I.A.I.
	866-91/92	Public Health	Black Coalition on AIDS
	867-91/92	Public Health	California Pacific Medical Center/Operation Concern
	868-91/92	Public Health	Visiting Nurses and Hospice of S.F./California Pacific Medical Center
	869-91/92	Public Health	California Prostitute Education Project
	870-91/92	Public Health	Community United Against Violence
	871-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
	872-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
	873-91/92	Public Health	Eighteenth Street Services
	874-91/92	Public Health	Filipino Task Force on AIDS
	875-91/92	Public Health	GAPA Community HIV Project
	876-91/92	Public Health	Genesis Church and Ecumenical Center (Genesis)
	877-91/92	Public Health	The Glide Foundation
	878-91/92	Public Health	The Glide Foundation
	879-91/92	Public Health	Haight Ashbury Free Medical Clinic

CLASSIFICATION MATTERS (cont.)

1106-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	880-91/92	Public Health	Hispanic Headquarters Advertising
	881-91/92	Public Health	Japanese Community Youth Council
	882-91/92	Public Health	Mission Neighborhood Health Center
	883-91/92	Public Health	National Association of Black and White Men Together/BAHSES
	884-91/92	Public Health	National Task Force on AIDS Prevention
	885-91/92	Public Health	Planned Parenthood of Alameda & S.F. (PHREDA PROJECT)
	886-91/92	Public Health	Planned Parenthood of Alameda & S.F. (PHREDA PROJECT)
	887-91/92	Public Health	Polaris Research and Development
	888-91/92	Public Health	Project Open Hand
	889-91/92	Public Health	S.F. AIDS Foundation
	890-91/92	Public Health	S.F. AIDS Foundation
	891-91/92	Public Health	S.F. AIDS Foundation
	892-91/92	Public Health	The Shanti Project
	893-91/92	Public Health	UCSF/AIDS Health Project
	894-91-92	Public Health	UCSF/AIDS Health Project
	895-91/92	Public Health	UCSF/AIDS Health Project
	896-91/92	Public Health	Women's Institute for Mental Health
	897-91/92	Public Health	Sequoia Hospital Distribution, Redwood City

CLASSIFICATION MATTERS (cont.)

1106-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	898-91/92	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.
	899-91/92	Public Health	Eighteenth Street Services, Inc.
	900-91/92	Public Health	Haight Ashbury Free Clinics, Inc.
	901-91/92	Public Health	University of California/AIDS Health Project
	902-91/92	Public Health	Westside Community Mental Health Center, Inc.
	903-91/92	Public Health	Professional Management Development Corporation
	904-91/92	Public Health	Baker Places, Inc.
	905-91/92	Public Health	Haight Ashbury Free Clinics, Inc.
	906-91/92	Public Health	The Salvation Army, A California Corporation
	907-91/92	Public Health	University of California/Program for AIDS Counseling & Education
	908-91/92	Public Health	Walden House, Inc.
	909-91/92	Public Health	Women's Institute for Mental Health, Inc.
	910-91/92	Public Health	Industrial Emergency Council
	911-91/92	Public Utilities Commission	Bechtel Corporation
	912-91/92	Public Utilities Commission	Camp Dresser & McKee, Inc. (CDM)

CLASSIFICATION MATTERS (cont.)

1106-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	913-91/92	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
	914-91/92	Public Works	IBM
	915-91/92	Public Works	Marilyn McDonald Video Productions
	916-91/92	Public Works	Data Processing & Accounting Services (DPAS)
	917-91/92	Public Works	Packaged Business Solutions, Inc.
	918-91/92	Public Works	Integrated Business Solutions, Inc.
	919-91/92	Public Works	Mick Hurley Consulting
	920-91/92	Public Works	Abacus
	921-91/92	Public Works	Tim Meager & Associates, Inc.
	922-91/92	Sheriff	Walden House, Inc.
	923-91/92	Sheriff	Geese Theatre Company
	924-91/92	Sheriff	Chris Shaeffer
	925-91/92	Sheriff	Maxine D. Gerritsen
	926-91/92	Social Services	Ralph Andersen and Associates
	927-91/92	Social Services	Geneva Social Development Center
	928-91/92	Social Services	Association for Retarded Citizens (ARC)
	929-91/92	Social Services	Children's Council of S.F.
	930-91/92	Social Services	In Home Supportive Services Consortium of San Francisco, Inc.

CLASSIFICATION MATTERS (cont.)

1106-92  
(cont.)

- Action:
1. Contract Number 857-91/92 over to the meeting of July 6, 1992.
  2. Adopt the balance of the staff report; notify the offices of the Controller and the Purchaser.

1110-92 Classification of positions in various city departments.  
(Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	11	7372 Stationary Engineer, Sewage Plant (Sch. 56.8 \$1463B1773)	Same
	7	7373 Senior Stationary Engineer, Sewage Plant (Sch. 59.3 \$1650B2004)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

2146-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Thomas Hart 1926 Senior Materials and Supplies Supervisor	Recreation and Park	2	2
Sigmund Krane 2802 Epidemiologist II	Public Health	5	5
Michael Juricich 9209 Airport Police Services Aide	Airport	5	5

COMPENSATION MATTERS (cont.)

2146-92  
(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Dennis O'Mahony 9209 Airport Police Services Aide	Airport	4	4
James Davis 2910 Social Worker	Social Services	5	5
Andrew Stelman 5266 Architectural Associate II	Public Works	3	3

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Larry Cruz A123 Director, Homeless Programs	Public Health	5	5 6/30/92
David Dupree 1844 Senior Management Assistant	Public Health	5	5 6/30/92

- Action:
1. Approve appointments above the entrance rate for Thomas Hart, Sigmund Krane and Larry Cruz.
  2. Appointments above the entrance rate for Michael Juricich, Dennis O'Mahony, James Davis, Andrew Stelman and David Dupree over the meeting of July 6, 1992.
  3. Staff to prepare notification to all city departments regarding revisions to the Commission's policy on approval of appointments above the entrance rate.

2148-92 Requests for extension of appointments above the entrance rate for various employees. (Calendar Item No. F)

- Action:
1. Appointment above the entrance rate for David Dupree over to the meeting of July 6, 1992.
  2. Adopt the balance of the staff report.

COMPENSATION MATTERS (cont.)

2149-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. G)

Action: Adopt staff report; approve supervisory differential adjustments; notify the departments accordingly.

2153-92 Requests for appointment above the entrance rate for various exempt employees in the City Attorney's Office. (Calendar Item No. J)

Action: Adopt staff report.

EXAMINATION MATTERS

3616-92 Appeal of background rejection for Class 9163 Transit Operator by Karin D. Williams. (Calendar Item No. K)

Action: Over the meeting of July 6, 1992 at the request of the Public Utilities Commission.

3617-92 Appeal of background rejection for Class 9163 Transit Operator by Phillip Jones. (Calendar Item No. 9)

Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission. (Mr. Jones failed to appear.)

3627-92 Appeal of staff's denial of protest of the examination for Class 2946 Senior Eligibility Worker Supervisor List A - All Programs except Staff Development. (Calendar Item No. 7)

Action: Adopt staff report; deny appeal of Richard D. Shearin.

3628-92 Appeal of background rejection for Class 9163 Transit Operator by Lionel May. (Calendar Item No. 10)

Action: Over to the meeting of July 6, 1992 at Mr. May's request.



IN-SERVICE MATTERS

- 4666-92 Appeal of the decision of the General Manager, Personnel by Charles O'Neill-Jones to restrict future employment and cancel current examination and eligibility status. (Calendar Item No. 6)

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Mr. O'Neill-Jones' attorney.

Action: Over to the meeting of August 17, 1992 at Mr. O'Neill-Jones' request.

- 4751-92 Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff. (Calendar Item No. 1)

Action: Adopt staff report.

- 4833-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 2580 Coroner's Investigator from six (6) months to one (1) year. (Calendar Item No. H)

Action: Post for adoption.

DIVISION REPORT. (Calendar Item No. 20)

Request for adoption of the Revised Performance Appraisal System and Report Form for Managers and Supervisors.

Action: Adopt staff report.

GENERAL MANAGER'S REPORT. (Calendar Item No. 21)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 22)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 15, 1992

DISMISSAL OF PERMANENT EMPLOYEE

Herbert Beasley, 9139 Transit Supervisor, 59/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/16/92. (Calendar Item No. 18)

Action: Over to the meeting of July 20, 1992 at the request of Mr. Beasley's attorney.

RESIGNATION - SERVICES UNSATISFACTORY

Oscar E. Brown, 2312 Licensed Vocational Nurse, 7/E-74, Department of Public Health, San Francisco General Hospital Medical Center, 3/12/92. (Calendar Item No. 16)

Action: Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

APPEAL OF AUTOMATIC RESIGNATION

Ernest East, 1404 Clerk, 1/DT-1, Department of Parking and Traffic, Residential Parking Program, 3/23/92. (Calendar Item No. 12)

May 4, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

Action: Over to the meeting of July 6, 1992 at the request of Local 790. The Commission stipulated that this will be the final continuance.

#### DISMISSAL OF PERMANENT EMPLOYEE

Ethel Edwards-Flores, 2708 Custodian, 231/E-3, Recreation and Park Department, 4/8/92. (Calendar Item No. 17)

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Ms. Edwards-Flores' attorney.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three years of work experience outside the City and County service. Medical clearance by a civil service designated physician prior to reemployment. Not to be employed again by the Recreation and Park Department.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Margaret Fragoso, 1424 Clerk Typist, 4/E-328, Department of Public Health, Community Public Health Services, 5/8/92. (Calendar Item No. 14)

Action: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

#### DISMISSAL OF PERMANENT EMPLOYEE

Henry Glover, 9163 Transit Operator, 147/P-121, Public Utilities Commission, San Francisco Municipal Railway, 4/28/92. (Calendar Item No. 19)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience (from April 28, 1992) outside the City and County service and submission of evidence of satisfactory progress in a recognized rehabilitation program. Not to be employed again by the Public Utilities Commission.

### APPEAL OF AUTOMATIC RESIGNATION

Veronica Malone, 2708 Custodian, 42/E-54, San Francisco Unified School District, Custodial Services, 1/22/92. (Calendar Item No. 13)

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

Action: Over to the meeting of July 6, 1992 at the request of Local 790. (Commissioner Uyehara excused from voting on this item by vote of the other Commissioners pursuant to Charter Section 3.500.)

### RESIGNATION - SERVICES UNSATISFACTORY

Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91. (Calendar Item No. 26) (Calendar Item No. 15)

March 16, 1992: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

April 20, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

Action: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

### INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 23)

The following persons addressed the Commission:

Judith Klain, Commission on the Status of Women

Tara Lamont

Andrew Maloney

### ADJOURNMENT (Calendar Item No. 24)





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

CLEO DONOVAN, PRESIDENT  
EMI R. UYEHARA, VICE PRESIDENT  
GRANT S. MICKINS, COMMISSIONER  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER

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ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

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PUBLIC LIBRARY

**MINUTES OF MEETING**

REGULAR MEETING - JULY 6, 1992

PART 1 - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios

Excused: Commissioner Uyehara

Commissioner Donovan presided

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MINUTES.

Regular Meeting of June 15, 1992.

Action: Approve.

ANNOUNCEMENTS.

- A. The Civil Service Commission recessed its closed session on Monday, June 15, 1992 and met at 5 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54957 of the Government Code of the State of California to discuss labor relations and personnel matters. Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara. No action was taken. This Executive Session was again recessed to Monday, June 22, 1992 at 7:30 a.m. in Room 154C City Hall. Present were Commissioners Donovan, Munson, Rios and Uyehara. No action was taken.

ANNOUNCEMENTS. (cont.)

- B. Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 7, 1992. In addition, the meeting of September 21 has also been cancelled. The Commission will hold one regular meeting during September on Monday, September 14, 1992. Notice of time and location will be issued shortly.
- C. The Civil Service Commission met in closed session on Monday, July 6, 1992 at 1 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54957 of the Government Code of the State of California to discuss a labor relations issue and a personnel issue. Present were Commissioners Donovan, Mickins and Munson. No action was taken.

CLASSIFICATION MATTERS

- 1106-92 Review of request for approval of proposed personal services contract. (Calendar Item No. 6)

June 15, 1992: Contract Number 857-91/92 over to the meeting of July 6, 1992.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
857-91/92	Police	Tiburon, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1150-92 Classification of positions in various city departments. (Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Airport	1	A018 Department Risk Manager (Sch. 62.2 \$1899B2309)	1242 Personnel Analyst (Sch. 57.6 \$1520B1844)
Adult Probation	1	1844 Senior Management Assistant (Sch. 59.0 \$1626B1975)	1244 Senior Personnel Analyst (Sch. 61.6 \$1844B2242)
Public Health	1	2885 Deputy Director of Adult Services, CMHS (Sch. 75.0 \$3547B4311)	Same

Action: Adopt staff report.



CLASSIFICATION MATTERS (cont.)

1151-92    Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
931-91/92	Civil Service Commission	Heidrick and Struggles
932-91/92	Airport	Lazard Freres & Co. and Grigsby Branford & Co.
933-91/92	Airport	Sequoia Analytical Laboratory
934-91/92	Airport	Park-Gilman Clinics, Inc.
935-91/92	Airport	Shelly Dowell
936-91/92	Airport	Melanie Snedcoff
937-91/92	Airport	Teresa Grana
938-91/92	Arts Commission	Michael Manwaring
939-91/92	CAO	Aileen C. Hernandez Associates
940-91/92	CAO	S.F. League of Urban Gardeners (SLUG)
941-91/92	Commission on Aging	S.F. Suicide Prevention, Inc.
942-91/92	Commission on Status of Women	S.F. Bar Association/ Cooperative Restraining Order
943-91/92	Commission on Status of Women	S.F. Bar Association Volunteer Legal Services
944-91/92	Commission on Status of Women	St. Vincent de Paul Society of S.F. Rosalie House
945-91/92	Commission on Status of Women	St. Vincent de Paul Society of S.F. Rosalie House
946-91/92	Commission on Status of Women	Community United Against Violence (CUAV)
947-91/92	Commission on Status of Women	La Casa de las Madres

1151-92  
(cont.)

CLASSIFICATION MATTERS (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
948-91/92	Commission on Status of Women	La Casa de las Madres
949-91/92	Commission on Status of Women	Asian Women's Shelter
950-91/92	Commission on Status of Women	Asian Women's Shelter
951-91/92	Commission on Status of Women	Donaldina Cameron House
952-91/92	Commission on Status of Women	Family Violence Prevention Fund
953-91/92	Commission on Status of Women	Nihonmachi Legal Outreach
954-91/92	Commission on Status of Women	St. Vincent de Paul Society of S.F./Brennan House
955-91/92	Commission on Status of Women	S.F. Neighborhood Legal Assistance Foundation
956-91/92	Commission on Status of Women	WOMAN, Inc.
957-91/92	Controller	S.K. White Consulting
958-91/92	Controller	Akire Corporation
959-91/92	Controller	Data Processing & Accounting Services
960-91/92	District Attorney	Informatix, Inc.
961-91/92	Fire	UC San Francisco
962-91/92	Fire	Wes Valentine
963-91/92	Police	Arthur Rose
964-91/92	Public Utilities Commission	Carlton/E.H. White
965-91/92	Public Utilities Commission	The Planning Collaborative
966-91/92	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.

CLASSIFICATION MATTERS (cont.)

1151-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
967-91/92	Public Utilities Commission	EIP Associates
968-91/92	Public Utilities Commission	ERM West, Inc.
969-91/92	Public Utilities Commission	P.G.H. Wong Engineering
970-91/92	Public Works	Kellco Services, Inc.
971-91/92	Public Works	SCA Environmental, Inc.
972-91/92	Public Works	McLaren Hart Environmental Engineering
973-91/92	Public Works	ACC Environmental Consultants
974-91/92	Public Works	Harding Lawson Associates
975-91/92	Retirement	Callan & Associates
976-91/92	Retirement	Bankers Trust Comapny
977-91/92	Retirement	Barra & Associates
978-91/92	Retirement	Capital Guardian Trust Co.
979-91/92	Retirement	Dietche & Field Advisers, Inc.
980-91/92	Retirement	Hanson Investment Managment Company
981-91/92	Retirement	Lehman Ark Management Co.
982-91/92	Retirement	Lewis, Bailey Associates, Inc.
983-91/92	Retirement	MacKay Shields Financial Corporation
984-91/92	Retirement	McCullough, Andrews & Cappiello, Inc.
985-91/92	Retirement	Nicholas-Applegate Capital Management
986-91/92	Retirement	Oechsle International Advisors

CLASSIFICATION MATTERS (cont.)

1151-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
987-91/92	Retirement	Provident Investment Counsel
988-91/92	Retirement	RCM Capital Management
989-91/92	Retirement	Scudder, Stevens & Clark
990-91/92	Retirement	TCW Asset Management Company
991-91/92	Retirement	The Townsend Group
992-91/92	Retirement	Warburg Investment Management International
993-91/92	Retirement	Brinson Partners, Inc.
994-91/92	Retirement	Axe Core Investors
995-91/92	Sheriff	Flor Ramirez
996-91/92	Sheriff	Mary Elizabeth Buckner
997-91/92	Sheriff	Arlene Hamilton
998-91/92	Sheriff	Ruth Morgan
999-91/92	Sheriff	Hamish Sinclair
1000-91/92	Sheriff	Fania Davis
1001-91/92	Sheriff	Virginia Bogoslovski
1002-91/92	Social Services	S.F. Educational Services.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2146-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

June 15, 1992: Appointments above the entrance rate for Michael Juricich, Dennis O'Mahony, James Davis, Andrew Stelman and David Dupree over the meeting of July 6, 1992.

JUL 27 1992

SAN FRANCISCO  
PUBLIC LIBRARYCOMPENSATION MATTERS (cont.)AMENDED  
CSC MEETING  
OF 7/6/922146-92 1. PERMANENT AND EXEMPT APPOINTMENTS  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Michael Juricich 9209 Airport Police Services Aide	Airport	5	5
Dennis O'Mahony 9209 Airport Police Services Aide	Airport	4	4
James Davis 2910 Social Worker	Social Services	5	4
Andrew Stelman 5266 Architectural Associate II	Public Works	3	3

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
David Dupree 1844 Senior Management Assistant	Public Health	5	5 6/30/92

Action: 1. Civil Service Commission staff, following a review of existing criteria for appointments above the entrance rate and solicitation of input from all affected departments, department heads and/or their designee, will develop new and more definite standards for appointments above the entrance rate; and, will report to the Civil Service Commission at its meeting of September 14, 1992.

2. Adopt staff report as amended. (Vote of 3 to 1: Commissioner Rios dissents.)

2148-92 Request for extension of appointment above the entrance rate for David Dupree. (Calendar Item No. 8)

June 15, 1992: Appointment above the entrance rate for David Dupree over to the meeting of July 6, 1992.

Action: Adopt staff report. (Vote of 3 to 1: Commissioner Rios dissents.)



COMPENSATION MATTERS (cont.)

2146-92 1. PERMANENT AND EXEMPT APPOINTMENTS  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Michael Juricich 9209 Airport Police Services Aide	Airport	5	5
Dennis O'Mahony 9209 Airport Police Services Aide	Airport	4	4
James Davis 2910 Social Worker	Social Services	5	4
Andrew Stelman 5266 Architectural Associate II	Public Works	3	3

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
David Dupree 1844 Senior Management Assistant	Public Health	5	5 6/30/92

Action: Adopt staff report as amended. (Vote of 3 to 1:  
Commissioner Rios dissents.)

2148-92 Request for extension of appointment above the entrance rate for  
David Dupree. (Calendar Item No. 8)

June 15, 1992: Appointment above the entrance rate for David  
Dupree over to the meeting of July 6, 1992.

Action: Adopt staff report. (Vote of 3 to 1: Commissioner Rios  
dissents.)



COMPENSATION MATTERS (cont.)

2167-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Elizabeth Dietrich 8176 Trial Attorney	City Attorney	3	3
James Amoroso 8304 Deputy Sheriff	Sheriff	5	5
Marianna Glenday 2802 Epidemiologist I	Public Health	3	3

Action:

1. Appointment above the entrance rate for Marianna Glenday over to the meeting of July 20, 1992 at the request of the Department of Public Health.
2. Adopt balance of the staff report.  
(Vote of 3 to 1: Commissioner Rios dissents.)

EXAMINATION MATTERS

3151-92 Appeal of background rejection for Class Q2 Police Officer by Randy D. Winn. (Calendar Item No. 12)

Action: Adopt staff report; deny appeal of Randy D. Winn; sustain the decision of the Chief of Police. (Mr. Winn failed to appear.)

3578-91 Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (Calendar Item No. 13)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

November 18, 1991: Over to the meeting of January 6, 1992 at the request of Mr. Lara's attorney.

EXAMINATION MATTERS (cont.)

3578-91

(cont.)

January 6, 1992: Over to the meeting of March 2, 1992 at the request of Mr. Lara's attorney.

March 2, 1992: Over to the meeting of March 16, 1992 at the request of Mr. Lara's attorney.

March 16, 1992: Over to the meeting of May 18, 1992 at the joint request of the Sheriff and Mr. Lara's attorney.

May 18, 1992: Over to the meeting of July 6, 1992 at the request of Mr. Lara's attorney.

Action: Off calendar; appeal of David L. Lara withdrawn.

3616-92 Appeal of background rejection for Class 9163 Transit Operator by Karin D. Williams. (Calendar Item No. E)

June 15, 1992: Over the meeting of July 6, 1992 at the request of the Public Utilities Commission.

Action: Over to the meeting of July 20, 1992 at the request of the Public Utilities Commission.

3628-92 Appeal of background rejection for Class 9163 Transit Operator by Lionel May. (Calendar Item No. 14)

June 15, 1992: Over to the meeting of July 6, 1992 at Mr. May's request.

Action: Grant the appeal of Lionel May for Class 9163 Transit Operator.

IN-SERVICE MATTERS

4904-92 Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff. (Calendar Item No. D)

Action: Adopt staff report.

IN-SERVICE MATTERS (cont.)

4925-92 Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from April 1, 1992 to June 30, 1992. (Calendar Item No. C)

Action: Approve.

4953-92 Status Rights as a result of the settlement in the case of Loomis, et al, vs. Silverman, et al, Superior Court Number 811-096. (Calendar Item No. 10)

Action: Over to the meeting of July 20, 1992 at the request of the City Attorney.

GENERAL MANAGER'S REPORT. (Calendar Item No. 22)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 23)

Report given by Heidrick and Struggles.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 6, 1992

APPEAL OF AUTOMATIC RESIGNATION

Ernest East, 1404 Clerk, 1/DT-1, Department of Parking and Traffic, Residential Parking Program, 3/23/92. (Calendar Item No. 17)

May 4, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

June 15, 1992: Over to the meeting of July 6, 1992 at the request of Local 790. The Commission stipulated that this will be the final continuance.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Margaret Fragoso, 1424 Clerk Typist, 4/E-328, Department of Public Health, Community Public Health Services, 5/8/92. (Calendar Item No. 19)

June 15, 1992: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

Action: Over to the meeting of July 20, 1992 by Commission action.

APPEAL OF AUTOMATIC RESIGNATION

Veronica Malone, 2708 Custodian, 42/E-54, San Francisco Unified School District, Custodial Services, 1/22/92. (Calendar Item No. 18)

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

June 15, 1992: Over to the meeting of July 6, 1992 at the request of Local 790. (Commissioner Uyehara excused from voting on this item by vote of the other Commissioners pursuant to Charter Section 3.500.)

Action: Off calendar at the request of the San Francisco Unified School District.

#### TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Anne M. Mitchell, 1408 Principal Clerk, 28/CPE-9, San Francisco Community College District, 6/11/92. (Calendar Item No. 16)

Action: Over to the meeting of July 20, 1992 by Commission action.

#### RESIGNATION - SERVICES UNSATISFACTORY

Maria Potter, 2587 Health Worker III, 2/CPE-18, Department of Public Health, Central Office, 12/14/91. (Calendar Item No. 20)

March 16, 1992: Over to the meeting of April 6, 1992 at the joint request of Local 790 and the Department of Public Health.

April 6, 1992: Over to the meeting of April 20, 1992 at the request of Local 790.

April 20, 1992: Over to the meeting of June 15, 1992 at the request of Local 790.

June 15, 1992: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

Action: Remand the resignation back to the Department of Public Health for reconsideration.

RESIGNATION - SERVICES UNSATISFACTORY

Wyatt Woo, 7540 Track Maintenance Worker, 8/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 3/31/92. (Calendar Item No. 21)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized rehabilitation program. Not to be employed again by the Public Utilities Commission.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 24)

None.

ADJOURNMENT. (Calendar Item No. 25)







City and County of San Francisco

## CIVIL SERVICE COMMISSION

CLEO DONOVAN, PRESIDENT  
EMI R. UYEHARA, VICE PRESIDENT  
GRANT S. MICKINS, COMMISSIONER  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER

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ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

## MINUTES OF MEETING

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JUL 27 1992

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REGULAR MEETING - JULY 20, 1992

PART I - 2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Commissioner Donovan presided

### MINUTES.

Regular Meeting of July 6, 1992.

Action: Adopt as amended.

### ANNOUNCEMENTS.

Executive Session, July 20, 1992.

The Civil Service Commission met in closed session on Monday, July 20, 1992 at 12 Noon in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations and pending litigation issues. Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara.

ANNOUNCEMENTS. (cont.)

The Commission approved the settlement agreement in the pending litigation of Pan versus the City and County of San Francisco (USDC No. C90-060 VRW); and the Commission instructed its chief labor negotiator.

CLASSIFICATION MATTERS

1184-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-92/93	Airport	Virginia Sunday
2-92/93	Airport	Morla Design
3-92/93	Controller	Information Technologies, Inc.
4-92/93	Controller	Berkeley Software, Inc.
5-92/93	Fire	Tiburon, Inc.
6-92/93	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
7-92/93	Mayor	Peter M. Finnegan
8-92/93	Port	Dowd Relations
9-92/93	Port	Smith, Dawson & Andrews
10-92/93	Public Utilities Commission	Call Company, Ltd.
11-92/93	Public Works	TEI Consulting Engineers, Inc.
12-92/93	Sheriff	Linda Connelly & Associates
13-92/93	Public Health	Bayview Hunter's Point Foundation
14-92/93	Public Health	University of California
15-92/93	Public Health	Catalyst Systems
16-92/93	Public Health	Mission Neighborhood Health Center

CLASSIFICATION MATTERS (cont.)

1184-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
17-92/93	Public Health	Bar Association of San Francisco
18-92/93	Public Health	Maia Madden
19-92/93	Public Health	Betty Fung
20-92/93	Public Health	Kopell & Associates and Maureen O'Rorke Public Relations and Advertising (joint venture)
21-91/92	Public Health	Glide Foundation
22-91/92	Public Health	GAPA Community HIV Project
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1185-92      Classification of position in the Department of Parking and Traffic. (Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Parking and Traffic	1	A099 Director, Parking Enforcement (J, \$2033B2472)	Establish Class 8220 Director, Parking Enforcement (J,Z Sch. 63.6 \$2033B2472).

Action:      Adopt staff report.

COMPENSATION MATTERS

2167-92      Request for appointment above the entrance rate for Marianna Glenday. (Calendar Item No. 6)

July 6, 1992:	Appointment above the entrance rate for Marianna Glenday over to the meeting of July 20, 1992 at the request of the Department of Public Health.
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COMPENSATION MATTERS (cont.)

2167-92 (cont.)	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
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Marianna Glenday  
2802 Epidemiologist I

Public Health

3

3

Action: Off calendar at the request of the Department of Public Health.

2178-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. D)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2180-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. B)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Edna Ho 1874 Senior Programmer Analyst	Controller	4	4
Edgardo Moncada 2910 Social Worker	Social Services	5	5
Bobbie Shelbourne 1426 Senior Clerk Typist	Public Health	4	4
Renee Streett 1424 Clerk Typist	Airport	2	2
As-Needed Appointments Class 2548 Occupational Therapist	Public Health	5	5
As-Needed Appointments Class 2542 Speech Pathologist	Public Health	4	4

Action: Adopt staff report.

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OF 7/20/92EXAMINATION MATTERS

3173-92 Appeal of background rejection for Class Q2 Police Officer by  
Dennis W. L. Tang. (Calendar Item No. 11)

Action: Over to the meeting of August 17, 1992 at the request of  
the San Francisco Police Department.

3616-92 Appeal of background rejection for Class 9163 Transit Operator by  
Karin D. Williams. (Calendar Item No. 13)

June 15, 1992: Over the meeting of July 6, 1992 at the  
request of the Public Utilities Commission.

July 6, 1992: Over to the meeting of July 20, 1992 at the  
request of the Public Utilities Commission.

Action: Off calendar at the request of the Public Utilities  
Commission.

3617-92 Appeal of background rejection for Class 9163 Transit Operator by  
Phillip Jones. (Calendar Item No. 12)

June 15, 1992: Adopt staff report; deny appeal; sustain  
the decision of the General Manager, Public  
Utilities Commission. (Mr. Jones failed to  
appear.)

Action: 1. Rescind Civil Service Commission action of June  
15, 1992 due to notification error;

2. Adopt staff report; deny appeal; sustain the  
decision of the General Manager, Public Utilities  
Commission.

3636-92 Appeal of staff denial of protest regarding the oral/performance  
examination for Class 1956 Senior Purchaser. (Calendar Item No. 9)

Action: Grant the appeals of Carlos A. Chavez, Raymond Low,  
Jeannie Louie, Patrick Mahoney, Rodolfo Sarmiento, and  
Richard Thomas. Readminister the examination for Class  
1956 Senior Purchaser. (Vote of 3 to 2: Commissioners  
Donovan and Munson dissents.)



EXAMINATION MATTERS

3173-92 Appeal of background rejection for Class Q2 Police Officer by Dennis W. L. Tang. (Calendar Item No. 11)

Action: Over to the meeting of August 17, 1992 at the request of the San Francisco Police Department.

3616-92 Appeal of background rejection for Class 9163 Transit Operator by Karin D. Williams. (Calendar Item No. 13)

June 15, 1992: Over the meeting of July 6, 1992 at the request of the Public Utilities Commission.

July 6, 1992: Over to the meeting of July 20, 1992 at the request of the Public Utilities Commission.

Action: Off calendar at the request of the Public Utilities Commission.

3617-92 Appeal of background rejection for Class 9163 Transit Operator by Phillip Jones. (Calendar Item No. 12)

June 15, 1992: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission. (Mr. Jones failed to appear.)

Action: 1. Rescind Civil Service Commission action of June 15, 1992 due to notification error;  
2. Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.

3636-92 Appeal of staff denial of protest regarding the oral/performance examination for Class 1956 Senior Purchaser. (Calendar Item No. 9)

Action: Grant the appeals of Carlos A. Chavez, Raymond Low, Jeannie Louie, Patrick Mahoney, Rodolfo Sarmiento, and Richard Thomas. Readminister the examination for Class 1956 Senior Purchaser.



EXAMINATION MATTERS (cont.)

3659-92 Appeal of background rejection for Class 9163 Transit Operator by Kevin Collins. (Calendar Item No. 14)

Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission.  
(Mr. Collins failed to appear.)

3660-92 Appeal of background rejection for Class 9163 Transit Operator by Japheth C. Castro. (Calendar Item No. 15)

Action: Over to the meeting of August 3, 1992 at the request of Mr. Castro.

IN-SERVICE MATTERS

4953-92 Status Rights as a result of the settlement in the case of Loomis, et al, vs. Silverman, et al, Superior Court Number 811-096.  
(Calendar Item No. 7)

July 6, 1992: Over to the meeting of July 20, 1992 at the request of the City Attorney.

Action: Adopt staff report.

1. Austin Loomis, Edward Palacios and Ronald Warren be granted status to positions in Class 7355 Truck Driver as positions become available and in accordance with their total length of service with the City and County of San Francisco; and
2. The employees will be required to complete a six-month probationary period in Class 7355 Truck Driver.

6000-92 Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff.  
(Calendar Item No. F)

- Action:
1. Exception to the Order of Layoff Requests from Department of Public Health for Classes 1823 and 1824 over to the meeting of August 3, 1992 at the request of the Department of Public Health.
  2. Adopt balance of staff report.

IN-SERVICE MATTERS (cont.)

- 6015-92 Request for temporary exempt status for employees in Class 1831 Legislative Aide, Board of Supervisors. (Calendar Item No. G)

Action: Approve request to grant temporary exempt status to all current and future employees in Class 1831 Legislative Aide, Board of Supervisors effective August 4, 1992 for the duration of the term of office of the member of the Board of Supervisors for whom each is employed.

- 6020-92 Establishment of a fee for copies of the Civil Service Commission publication "Personnel Policies and Procedures Manual." (Calendar Item No. E)

Action: Adopt staff report; establish a fee for copies of the Civil Service Commission publication "Personnel Policies and Procedures Manual" at \$15.00 per copy effective immediately in accordance with San Francisco Administrative Code Section 8.26.

- 6042-92 Appeal of the decision of the General Manager, Personnel by Ms. Donna Loughran to restrict future employment and cancel all current examination and eligibility status. (Calendar Item No. 8)

Action: Adopt staff report; deny appeal of Donna Loughran; sustain the decision of the General Manager, Personnel. (Vote of 4 to 1: Commissioner Uyehara dissents.) (Ms. Loughran failed to appear.)

GENERAL MANAGER'S REPORT. (Calendar Item No. 24)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 25)

None.

SPECIAL ORDER OF BUSINESS (Calendar Item No. 26)

Public comment on General Manager, Personnel recruitment.

1. Richard Rothman  
Nominated: Dr. Al Hyde.
2. Gil Montoya
3. Kenneth Dowlin, City Librarian
4. Jose Lebron
5. Mercy Hernandez
6. Dolores Blanding
7. Ed Lieberman, Operating Engineers
8. Dr. Rodney Wong  
Nominated: Albert C. Walker

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 20, 1992

DISMISSAL OF PERMANENT EMPLOYEE

Herbert Beasley, 9139 Transit Supervisor, 59/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/16/92. (Calendar Item No. 23)

June 15, 1992: Over to the meeting of July 20, 1992 at the request of Mr. Beasley's attorney.

Action: No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Margaret Fragoso, 1424 Clerk Typist, 4/E-328, Department of Public Health, Community Public Health Services, 5/8/92. (Calendar Item No. 21)

June 15, 1992: Over to the meeting of July 6, 1992 at the request of the Department of Public Health.

July 6, 1992: Over to the meeting of July 20, 1992 by Commission action.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

Reiko C. Kubota, 1446 Secretary II, 4/CPE-18, War Memorial and Performing Arts Center, 6/16/92. (Calendar Item No. 20)

Action: Over to the meeting of August 3, 1992 at the request of the War Memorial and Performing Arts Center.

#### RESIGNATION - SERVICES UNSATISFACTORY

Kevin Mattias, 7514 General Laborer, 8/E-11, Airports Commission, Maintenance Division, 2/12/92. (Calendar Item No. 22)

May 4, 1992: Over to the meeting of May 18, 1992 at Mr. Mattias' request.

May 18, 1992: Over to the meeting of July 20, 1992 at Mr. Mattias' request.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Airports Commission.

#### TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Anne M. Mitchell, 1408 Principal Clerk, 28/CPE-9, San Francisco Community College District, 6/11/92. (Calendar Item No. 17)

July 6, 1992: Over to the meeting of July 20, 1992 by Commission action.

Action: Over to the meeting of August 3, 1992 at the request of the San Francisco Community College District.

#### APPEAL OF AUTOMATIC RESIGNATION

Carolyn Moham, 1424 Clerk Typist, 115/CPE-1, Department of Public Health, Community Mental Health Services, 6/26/92. (Calendar Item No. 19)

Action: Over to the meeting of August 17, 1992 at Ms. Moham's request.

#### TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Mary Thomas, 1426 Senior Clerk Typist, 2/CPE-219, Department of Public Health, Community Mental Health Services, 6/19/92. (Calendar Item No. 18)

Action: Over to the meeting of August 17, 1992 at the request of Local 790.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

The following persons addressed the Commission:

Ernestine Cade-Hill

Pedro Ruiz

ADJOURNMENT (Calendar Item No. 28)





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**



CLEO DONOVAN, PRESIDENT  
EMI R. UYEHARA, VICE PRESIDENT  
GRANT S. MICKINS, COMMISSIONER  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER

ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - AUGUST 3, 1992

PART I - 2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Excused: Commissioner Donovan

Commissioner Uyehara presided

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### MINUTES.

Regular Meeting of July 20, 1992.

Action: Approve.

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### ANNOUNCEMENTS.

Executive Session, August 3, 1992.

The Civil Service Commission met in closed session on Monday, August 3, 1992 at 12 Noon in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were Commissioners Mickins, Munson, Rios and Uyehara.

The Commission instructed its Chief Labor Negotiator.

CLASSIFICATION MATTERS

1187-92    Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
23-92/93	Adult Probation	California Community Dispute Services
24-92/93	Adult Probation	Occupational Psychological Services
25-92/93	Arts Commission	Lynn Mundell
26-92/93	S.F. Community College District	Craig Zachlod
27-92/93	Controller	J. Umbay and Associates
28-92/93	Controller	Pilot Executive Software
29-92/93	Public Utilities Commission	Consolidated Engineering Laboratories
30-92/93	Public Works	Culley Assoc. Inc.
31-92/93	Public Works	Testing Engineers, Inc.
32-92/93	Public Works	Cement and Concrete Reference Lab
33-92/93	Public Works	Rick Arbour & Associates
34-92/93	Social Services	State of California, Employment Development Department (EDD)
35-92/93	Superior Court	Kid's Turn
36-92/93	Superior Court	S.F. Bar Association, Volunteer Legal Services Program
37-92/93	Superior Court	S.F. Youth Courts, Inc.
38-92/93	Public Health	Northern California Institute for Research and Education
39-92/93	Public Health	Catholic Charities
40-92/93	Public Health	AIDS Emergency Fund

CLASSIFICATION MATTERS (cont.)

1187-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	41-92/93	Public Health	Hispanic Headquarters Advertising
	42-92/93	Public Health	Trish Blaise, R.N., Ph.D.
	43-92/93	Public Health	Maria Camacho
	44-92/93	Public Health	Liza Hecht
	45-92/93	Public Health	Fran Meckler
	46-92/93	Public Health	Ameera Snell
	47-92/93	Public Health	Amy Weiss, MFCC
Action:		Adopt staff report; notify the offices of the Controller and the Purchaser.	

1188-92      Classification of position in various City departments.  
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Community College Distirct	1	1487 Financial Aids Assistant (Sch. 54.5 \$1310B1588)	Same
	4	2708 Custodian (Sch. 48.0 \$961B1163)	Same
	1	8204 Institutional Police Officer (Sch. 50.0 \$1342B1626)	Same
	1	1842 Management Assistant (Sch. 56.2 \$1421B1723)	Same
Public Works	1	A987 Safety Manager (Sch. 68.1 \$2533B3080)	6141 Manager, Office of Health and Safety (Sch. 68.1 \$2533B3080)

CLASSIFICATION MATTERS (cont.)

1188-92     AMEND THE SPECIFICATION FOR THE FOLLOWING CLASS:  
(cont.)

2290 Zoo Veterinarian  
(\$3167 biweekly)

At the general election on June 7, 1992, the voters approved Proposition G amending Charter Section 3.551, making the Zoo Veterinarian an exempt position appointed by the General Manager of Recreation and Park, subject to the approval of the Park Commission. The class specification is amended to reflect this action and to update to the current format.

AMEND AND RETITLE THE SPECIFICATIONS FOR THE FOLLOWING CLASSES:

Existing Class Title and Rate

Recommended Class

2660 Administrative Chef  
(Sch. 61.0 \$1791B2178)

Retitle and amend the class specification to 2660 Assistant Director, Food Services. Draft class specification as detailed in the staff report.

2850 Director, Women, Infant and Children's Program, Department of Public Health  
(\$2956B2956)

Retitle and amend the class specification to 2850 Director of Nutrition Services, Department of Public Health. Draft class specification as detailed in the staff report.

- Action:
1. Class 2850 Director, Women, Infant and Children's Program, Department of Public Health over to the meeting of August 17, 1992 at the request of Local 21. No further continuance shall be granted.
  2. Adopt balance of staff report.

COMPENSATION MATTERS

- 2185-92    Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.  
(Calendar Item No. D)

Action:        Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- 2187-92    Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1992-93.  
(Calendar Item No. H)

Action:        Adopt staff report; certify wage schedules; forward to the Board of Supervisors.

- 2189-92    Certification of prevailing wage for janitors employed under personal services contract at the San Francisco International Airport under the provisions of San Francisco Administrative Code Section 6.1-3. (Calendar Item No. G)

Action:        Over to the meeting of August 17, 1992 at the request of the City Attorney.

- 2193-92    Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Julie Kendall AA38 Property Transfer Clerk	Assessor	5	5
Geoffrey Gordon-Creed 8176 Trial Attorney	City Attorney	4	4
Jack F. Blair 8176 Trial Attorney	City Attorney	4	4
Matthew Davis 8176 Trial Attorney	City Attorney	4	4

Action:        Adopt staff report.

### EXAMINATION MATTERS

3074-92 Appeal of staff denial of protest regarding the announcement for Class 8240 Police Communications Shift Supervisor. (Calendar Item No. 6)

Action: Over to the meeting of August 17, 1992 by Commission action.

3660-92 Appeal of background rejection for Class 9163 Transit Operator by Japheth C. Castro. (Calendar Item No. 7)

July 20, 1992: Over to the meeting of August 3, 1992 at the request of Mr. Castro.

Action: Adopt staff report; deny appeal; sustain the decision of the General Manager, Public Utilities Commission. (Vote of 3 to 1: Commissioner Rios dissents.)

### IN-SERVICE MATTERS

6000-92 Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff. (Calendar Item No. 8)

July 20, 1992: Exception to the Order of Layoff Requests from Department of Public Health for Classes 1823 and 1824 over to the meeting of August 3, 1992 at the request of the Department of Public Health.

Action: Over to the meeting of August 17, 1992 at the request of the Department of Public Health.

6113-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. E)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



IN-SERVICE MATTERS (cont.)

6130-92 Establishment of a fee for copies of six Civil Service Commission publications, "Employee Handbook", "Civil Service Commission Annual Report", "Civil Service Departmental Policy Manual", "Directory of Divisions, Functions and Resource Personnel", "Pay Equity Study, and "Preliminary Salary Survey" (Benchmark Book). (Calendar Item No. F)

Action: Adopt staff report; establish a fee effective immediately, in accordance with the San Francisco Administrative Code Section 8.26, for copies of the Civil Service publications:

"Employee Handbook" at	\$ 2.00
"Civil Service Commission Annual Report" at	\$ 2.00
"Civil Service Departmental Policy Manual" at	\$ 5.00
"Directory of Divisions, Functions and Resource Personnel" at	\$ 3.00
"Pay Equity Study" at	\$20.00
"Preliminary Salary Survey" (Benchmark Book) at	\$ 5.00

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

Commissioner Rios proposes a retreat (Special Meeting) of the Civil Service Commission to review and clarify the Commission's direction in setting goals for the civil service department. Commissioner Rios further proposes a subsequent retreat (Special Meeting) of the Civil Service Commission to include the General Manager, Personnel and senior staff of the Civil Service Commission to provide direction to the Civil Service Commission staff in fulfilling the established goals. The City Attorney advises these types of meetings are subject to the Brown Act, with forty eight (48) hours notice for a Special Meeting or thirty (30) days notice for a Special Meeting if outside of the Civic Center area.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 3, 1992

APPEAL OF AUTOMATIC RESIGNATION

Reiko C. Kubota, 1446 Secretary II, 4/CPE-18, War Memorial and Performing Arts Center, 6/16/92. (Calendar Item No. 11)

July 20, 1992: Over to the meeting of August 3, 1992 at the request of the War Memorial and Performing Arts Center.

Action: Over to the meeting of August 17, 1992 at the joint request of Local 790 and the War Memorial and Performing Arts Center.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Anne M. Mitchell, 1408 Principal Clerk, 28/CPE-9, San Francisco Community College District, 6/11/92. (Calendar Item No. 10)

July 6, 1992: Over to the meeting of July 20, 1992 by Commission action.

July 20, 1992: Over to the meeting of August 3, 1992 at the request of the San Francisco Community College District.

Action: Approve the separation. Reinstate to a position in the class from which promoted (Class 1446 Secretary II).

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 13)

ADJOURNMENT (Calendar Item No. 14)

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ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - AUGUST 17, 1992

PART I - 2 p.m.

### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins (Items Missed: 24)  
Commissioner Uyehara

Excused: Commissioner Munson  
Commissioner Rios

Commissioner Donovan presided

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### MINUTES.

Regular Meeting of August 3, 1992.

Action: Approve.

### ANNOUNCEMENTS.

1. Executive Session, August 17, 1992.

The Civil Service Commission met in closed session on Monday, August 17, 1992 at 12 Noon in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations and pending litigation issues. Present were Commissioners Donovan, Mickins and Uyehara. The Commission instructed its chief labor negotiator. The Commission consulted with the City Attorney on the pending litigation issue.

ANNOUNCEMENTS. (cont.)

2. Other Announcements.

Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 7, 1992. In addition, the Commission has cancelled its meeting of September 21, 1992 and will hold one regular meeting during September on Monday, September 14, 1992 at 2 p.m. in Room 2C (Basement) City Hall.

CLASSIFICATION MATTERS

1188-92 Classification of positions in various City departments.  
(Calendar Item No. B)

August 3, 1992: Class 2850 Director, Women, Infant and Children's Program, Department of Public Health over to the meeting of August 17, 1992 at the request of Local 21.

AMEND AND RETITLE THE SPECIFICATIONS FOR THE FOLLOWING CLASS:

<u>Existing Class Title and Rate</u>	<u>Recommended Class</u>
2850 Director, Women, Infant and Children's Program, Department of Public Health (\$2956B2956)	Retitle and amend the class specification to 2850 Director of Nutrition Services, Department of Public Health. Draft class specification as detailed in the staff report.

Action: Adopt staff report.

1195-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
48-92/93	Airport	Kennedy/Jenks Consultants, Inc.
49-92/93	Airport	Orrick, Herrington, & Sutcliffe and Pamela Jue, Esq.
50-92/93	Human Rights Commission	Robert La Tullippe

CLASSIFICATION MATTERS (cont.)

1195-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	51-92/93	Mayor	El Dorado School Neighborhood Betterment Council
	52-92/93	Mayor	Mission Education Projects, Inc.
	53-92/93	Mayor	Real Alternatives Program
	54-92/93	Mayor	Operation Contact
	55-92/93	Public Health	Mission Neighborhood Health Center
	56-92/93	Public Health	AIDS Legal Referral Panel
	57-92/93	Public Health	Shanti Project
	58-92/93	Public Health	Shanti Project
	59-92/93	Public Health	San Francisco AIDS Foundation
	60-92/93	Public Health	Continuum HIV Day Services
	61-92/93	Public Health	James (Jaime) Borrazas
	62-92/93	Public Health	California Institute of Integral Studies
	63-92/93	Public Health	As Sabr, Inc.
	64-92/93	Public Health	UCSF - Department of Surgery
	65-92/93	Public Utilities	Booz, Allen & Hamilton
	66-92/93	Public Works	Rutherford & Chekene
	67-92/93	Public Works	Alexander G. Tarics
	68-92/93	Public Works	Harding Lawson Associates
	69-92/93	Public Works	Trans Pacific Geotechnical Consultants, Inc.
	70-92/93	Public Works	Department of Transportation
	71-92/93	Public Works	Business Development, Inc.

CLASSIFICATION MATTERS (cont.)

1195-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	72-92/93	Sheriff	San Mateo County School Service Fund
	73-92/93	Sheriff	Barbara L. Cotton
	74-92/93	Social Services	Private Industry Council of S.F., Inc.

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARY IS FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT/DOYLE FUNDING:

75-92/93	Public Health	Ramsell Corporation
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Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1200-92 Classification of one position in the Department of Public Works. (Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	1	AA26 Chief, Division of Surveys and Mapping (J, Sch. 66.6 \$235482862)	Establish Class 5191 Chief, Bureau of Subdivisions, Surveys and Mapping (J,Z Sch 67.2 \$242482946) Draft class specification as detailed in the staff report.

Action: Adopt staff report.

COMPENSATION MATTERS

2167-92 Request for appointment above the entrance rate for Marianna Glenday.  
(Calendar Item No. 7)

July 6, 1992: Appointment above the entrance rate for  
Marianna Glenday over to the meeting of July  
20, 1992 at the request of the Department of  
Public Health.

July 20, 1992: Off calendar at the request of the Department  
of Public Health.

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marianna Glenday 2802 Epidemiologist I	Public Health	3	3

Action: Adopt staff report.

2189-92 Certification of prevailing wage for janitors employed under  
personal services contract at the San Francisco International  
Airport under the provisions of San Francisco Administrative Code  
Section 6.1-3. (Calendar Item No. 8)

August 3, 1992: Over to the meeting of August 17, 1992 at  
the request of the City Attorney.

Action: Over to the meeting of September 14, 1992 by Commission  
action.

2201-92 Requests for appointment above the entrance rate for various  
employees. (Calendar Item No. D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Patrick Mahoney 8183 Assistant Chief Attorney II	City Attorney	5	5
Blake Loebs 8178 Senior Attorney, Civil and Criminal	City Attorney	2	2
Michael Welch 1876 Data Processing Programming and Systems Supervisor	Controller	3	3

COMPENSATION MATTERS (cont.)

2201-92 (cont.)	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
	Toye Moses 1843 Executive Director, Southeast Community Facility Commission	Public Works	5	5
	Mark Angel 1864 Senior System and Procedure Analyst	Controller	4	4
	David Baerncopf 1864 Senior Systems and Procedure Analyst	Controller	5	5
	Action: Adopt staff report.			

EXAMINATION MATTERS

3074-92 Appeal of staff denial of protest regarding the announcement for Class 8240 Police Communications Shift Supervisor. (Calendar Item No. E)

August 3, 1992: Over to the meeting of August 17, 1992 by Commission action.

Action: Over to the meeting of September 14, 1992 at the request of staff.

  

3173-92 Appeal of background rejection for Class Q2 Police Officer by Dennis W. L. Tang. (Calendar Item No. 10)

July 20, 1992: Over to the meeting of August 17, 1992 at the request of the San Francisco Police Department.

Action: Adopt staff report; deny appeal of Dennis W. L. Tang; sustain the decision of the Chief of Police.



### EXAMINATION MATTERS

3177-92 Appeal of background rejection for Class Q2 Police Officer by Daniel J. Barbeau. (Calendar Item No. 11)

Action: Over to the meeting of September 14, 1992 at the request of the San Francisco Police Department.

### IN-SERVICE MATTERS

4666-92 Appeal of the decision of the General Manager, Personnel by Charles O'Neill-Jones to restrict future employment and cancel current examination and eligibility status. (Calendar Item No. H)

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Mr. O'Neill-Jones' attorney.

June 15, 1992: Over to the meeting of August 17, 1992 at Mr. O'Neill-Jones' request.

Action: Over to the meeting of September 14, 1992 at the request of the San Francisco Airports Commission.

6000-92 Review of Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff. (Calendar Item No. 6)

July 20, 1992: Exception to the Order of Layoff Requests from Department of Public Health for Classes 1823 and 1824 over to the meeting of August 3, 1992 at the request of the Department of Public Health.

August 3, 1992: Over to the meeting of August 17, 1992 at the request of the Department of Public Health.

Action: Adopt staff report.

6205-92 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. G)

Action: 1. Post for adoption.  
2. Transmit to the Employee Relations Division for meet and confer with employee organizations.

IN-SERVICE MATTERS (cont.)

6212-92 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence. (Calendar Item No. F)

- Action:
1. Post for adoption.
  2. Transmit to the Employee Relations Division for meet and confer with employee organizations.

GENERAL MANAGER'S REPORT. (Calendar Item No. 22)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 23)

None.

DIVISION REPORTS. (Calendar Item No. 24)

- Classification and Compensation Division
    - Update by Contractors, Public Administrative Service (PAS), on the Citywide Data Processing Classification Study
- Report given.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 17, 1992

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Steven Chin, 8214 Parking Control Officer, 73/E-18, Department of Parking and Traffic, 7/18/92. (Calendar Item No. 18)

Action: Over to the meeting of September 14, 1992 at the request of Local 790.

APPEAL OF AUTOMATIC RESIGNATION

Myles E. Dixon, 2806 Disease Control Investigator, 10/E-12, Department of Public Health, Bureau of Epidemiology and Disease Control, 7/10/92. (Calendar Item No. 16)

Action: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity and Affirmative Action Division.

RESIGNATION - SERVICES UNSATISFACTORY

Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92. (Calendar Item No. 21)

Action: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

APPEAL OF AUTOMATIC RESIGNATION

Reiko C. Kubota, 1446 Secretary II, 4/CPE-18, War Memorial and Performing Arts Center, 6/16/92. (Calendar Item No. 15)

July 20, 1992: Over to the meeting of August 3, 1992 at the request of the War Memorial and Performing Arts Center.

August 3, 1992: Over to the meeting of August 17, 1992 at the joint request of Local 790 and the War Memorial and Performing Arts Center.

Action: Off calendar at the request of War Memorial and Performing Arts Center. Automatic resignation withdrawn.

#### APPEAL OF AUTOMATIC RESIGNATION

Carolyn Moham, 1424 Clerk Typist, 115/CPE-1, Department of Public Health, Community Mental Health Services, 6/26/92. (Calendar Item No. 14)

July 20, 1992: Over to the meeting of August 17, 1992 at Ms. Moham's request.

Action: Over to the meeting of September 14, 1992 at the request of Local 790.

#### RESIGNATION - SERVICES UNSATISFACTORY

Clair E. Schulte, 2662 Director of Food Services, 2-CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 3/2/88. (Calendar Item No. 20)

May 2, 1988: Over to the meeting of May 16, 1988 at the request of the Department of Public Health.

May 16, 1988: Off calendar at the request of Mr. Schulte. Mr. Schulte to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final determination by the Civil Service Commission.

Action: Over to the meeting of October 19, 1992 at Mr. Schulte's request.

#### APPEAL OF AUTOMATIC RESIGNATION

Daisy Soo Hoo, 8214 Parking Control Officer, 29/E-16, Department of Parking and Traffic, 7/15/92. (Calendar Item No. 17)

Action: Over to the meeting of September 14, 1992 at the request of Local 790.

#### TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Mary Thomas, 1426 Senior Clerk Typist, 2/CPE-219, Department of Public Health, Community Mental Health Services, 6/19/92. (Calendar Item No. 13)

July 20, 1992: Over to the meeting of August 17, 1992 at the request of Local 790.

Action: Off calendar; request for hearing withdrawn.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Steven Walker, 8321 Counselor, Boys' Ranch School, Juvenile Probation Department, Log Cabin Ranch, 7/23/92. (Calendar Item No. 19)

Action: Over to the meeting of September 14, 1992 by Commission action.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 25)

None.

ADJOURNMENT. (Calendar Item No. 26)





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

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**MINUTES OF MEETING**

REGULAR MEETING - SEPTEMBER 14, 1992

PART I - 2 p.m.

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1 MIN (10) BOX 41

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

Commissioner Donovan presided

MINUTES. Regular Meeting of August 17, 1992.

Action: Approve.

ANNOUNCEMENTS.

Executive Session, September 14, 1992.

The Civil Service Commission met in closed session on Monday, September 14, 1992 at 12:30 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issues. Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara. The Commission instructed its chief labor negotiator.



## RESOLUTION OF COMMENDATIONS.

- A. Resolution of Commendation for Frederick F. Postel, Chief, San Francisco Fire Department, upon his retirement after twenty-eight (28) years of service. (File No. 6338-92)

Action: Adopt.

- B. Resolution of Commendation for Larry P. Garcia, Management Information Systems Manager, Civil Service Commission, for outstanding performance. (File No. 6350-92)

Action: Adopt.

## CLASSIFICATION MATTERS

- 1213-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
76-92/93	Airport	Tim Dayonot
77-92/93	Airport	The Burdick Group
78-92/93	Art Commission	Kristin Beckstoffer
79-92/93	CA0	Synergistic System
80-92/93	CA0	WRITAR
81-92/93	CA0	H & H Environmental Services
82-92/93	Health Service System	Health Care Evaluation, Inc.
83-92/93	Health Service System	Rael & Letson
84-92/93	Mayor	Hilyard Wiggins
85-92/93	Mayor	Margaret LaRue
86-92/93	Mayor	Linda Schanfein
87-92/93	Public Utilities Commission	Utah State University Foundation
88-92/93	Public Works	Baseline Environmental Consulting
89-92/93	Public Works	Harding Lawson Associates
90-92/93	Public Works	Camp, Dresser, & McKee, Inc.

CLASSIFICATION MATTERS (cont.)

1213-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
91-92/93	Public Works	Duffy and Duffy
92-92/93	Public Works	Sverdrup Corporation
93-92/93	Public Works	URS Consultants, Inc. in association with Structus, Inc.
94-92/93	Public Works	Forensic Analytical Services
95-92/93	Public Works	Faye Bernstein & Associates in association with T.Y. Lin International
96-92/93	Recreation and Park	Robert Hansen
97-92/93	Retirement System	T.P.F. & C., Consulting Actuaries
98-92/93	Retirement System	Reviewco
99-92/93	Retirement System	Alexander & Alexander
100-92/93	Sheriff	Jay Rice
101-92/93	Social Services	Monica Brady/"Baby Moms II" Program
102-92/93	Social Services	Don Cohon
103-92/93	Social Services	Diane Fritz
104-92/93	Social Services	U.C. California, Consultant, M.D.
105-92/93	Social Services	Bruce Cooper, Ph.D.
106-92/93	Social Services	Travelers Aid S.F./ Emergency Shelter
107-92/93	Social Services	S.F. Educational Services
108-92/93	Social Services	The Family School
109-92/93	Social Services	Hickman Homes, Inc.
110-92/93	Social Services	Nailah House, Inc.
111-92/93	Social Services	S.F. Food Bank
112-92/93	Social Services	Ruth Rankin

CLASSIFICATION MATTERS (cont.)

1213-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
113-92/93	Social Services	Family Service Agency
114-92/93	Public Health	Eighteenth Street Services
115-92/93	Public Health	S.F. Women's Center/LYRIC
116-92/93	Public Health	ADL Data Systems, Inc.
117-92/93	Public Health	Catholic Charities
118-92/93	Public Health	Health Management Systems, Inc. (HMS)
119-92/93	Public Health	American Indian AIDS Institute, S.F.
120-92/93	Public Health	Bayview Hunter's Point Foundation
121-92/93	Public Health	Bubula Tribe
122-92/93	Public Health	Casa CHE, La Clinica de la Raza
123-92/93	Public Health	Kiyomura-Ishimoto & Associates
124-92/93	Public Health	Native American Health Center, Oakland
125-92/93	Public Health	The Support Center
126-92/93	Public Health	Bayview Hunter's Point Foundation
127-92/93	Public Health	University of California, S.F., AIDS Health Project
128-92/93	Public Health	HHL Financial Services, Inc.
129-92/93	Public Health	MedCal Data Systems, Inc.
130-92/93	Public Health	Haight Ashbury Free Clinic Drug Detox
131-92/93	Public Health	UCSF-Institute for Health Policy Studies
132-92/93	Public Health	Various

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Vote of 4 to 0: Commissioner Uyehara excused from voting on Contract Number 130-92/93 pursuant to Charter Section 3.500.)

CLASSIFICATION MATTERS (cont.)

- 1214-92 Classification of new positions in the 1992-93 Budget.  
(Calendar Item No. B)

Action: Allocate new positions to recommended classifications;  
defer classification action on positions designated with  
Symbol "SC".

COMPENSATION MATTERS

- 2189-92 Certification of prevailing wage for janitors employed under personal  
services contract at the San Francisco International Airport under the  
provisions of San Francisco Administrative Code Section 6.1-3.  
(Calendar Item No. K)

August 3, 1992: Over to the meeting of August 17, 1992 at the  
request of the City Attorney.

August 17, 1992: Over to the meeting of September 14, 1992 by  
Commission action.

Action: Over to the meeting of October 5, 1992 at the request of  
Civil Service Commission staff.

- 2217-92 Review of criteria governing appointment above the entrance rate -  
Salary Standardization Ordinance Section VII.A.3.  
(Calendar Item No. 7)

Action: Over to the meeting of October 5, 1992 at the request of  
staff.

- 2220-92 Requests for supervisory differential adjustments as provided by  
Section IV.F of the Salary Standardization Ordinance.  
(Calendar Item No. D)

Action: Adopt staff report; approve supervisory differential  
adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

2223-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Tommie Whitlow AA37 Executive Assistant to Assessor	Assessor	5	5
Mitchel Morey, M.D. 2582 Forensic Pathologist	Chief Medical Examiner-Coroner	3	3
Anthony Robinson 8141 Worker's Compensation Adjuster	Retirement	5	5
Lupe Perez 8141 Worker's Compensation Adjuster	Retirement	2	2

Action: Adopt staff report.

EXAMINATION MATTERS

3074-92 Appeal of staff denial of protest regarding the announcement for Class 8240 Police Communications Shift Supervisor. (Calendar Item No. I)

August 3, 1992: Over to the meeting of August 17, 1992 by Commission action.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of staff.

Action: Over to the meeting October 19, 1992 at the request of staff.

3177-92 Appeal of background rejection for Class Q2 Police Officer by Daniel J. Barbeau. (Calendar Item No. J)

August 17, 1992: Over to the meeting of September 14, 1992 at the request of the San Francisco Police Department.

Action: Over to the meeting of October 5, 1992 at the request of the San Francisco Police Department.

EXAMINATION MATTERS (cont.)

- 3192-92 Request to issue the Class 9131 Station Agent examination announcement on a "Promotive Only" basis. (Calendar Item No. E)

Action: Adopt staff report; approve the issuance of the Class 9131 Station Agent examination announcement on a "Promotive Only" basis.

IN-SERVICE MATTERS

- 4666-92 Appeal of the decision of the General Manager, Personnel by Charles O'Neill-Jones to restrict future employment and cancel current examination and eligibility status. (Calendar Item No. 8)

May 18, 1992: Over to the meeting of June 15, 1992 at the request of Mr. O'Neill-Jones' attorney.

June 15, 1992: Over to the meeting of August 17, 1992 at Mr. O'Neill-Jones' request.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of the San Francisco Airports Commission.

Action: Adopt staff report; deny appeal of Charles O'Neill-Jones; sustain the decision of the General Manager, Personnel.

- 6325-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to twelve (12) months. (Calendar Item No. H)

Action: Post for adoption.

- 6326-92 Proposed amendment to Civil Service Commission Rule 22, adding new Section 22.15 - Unpaid Administrative Leave (Implementation of Proposition E [November 1991 election] and the Americans with Disabilities Act). (Calendar Item No. G)

Action: 1. Post for adoption;  
2. Refer to the Mayor's Employee Relations Division for meet and confer with employee organization.

IN-SERVICE MATTERS (cont.)

6331-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.  
(Calendar Item No. F)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 16)

None.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 14, 1992

PART II - 3 p.m.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Steven Chin, 8214 Parking Control Officer, 73/E-18, Department of Parking and Traffic, 7/18/92. (Calendar Item No. 12)

August 17, 1992: Over to the meeting of September 14, 1992 at the request of Local 790.

Action: Return name to list as recommended by the department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Christopher Griffin, 8321 Counselor, Boys' Ranch School, 4/CPE-13, Juvenile Probation Department, Log Cabin Ranch, 8/12/92. (Calendar Item No. 14)

Action: Return name to list. No restrictions on future employment.

RESIGNATION - SERVICES UNSATISFACTORY

Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92. (Calendar Item No. 15)

August 17, 1992: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

Action: Over to the meeting of October 5, 1992 at the request of the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

Carolyn Moham, 1424 Clerk Typist, 115/CPE-1, Department of Public Health, Community Mental Health Services, 6/26/92. (Calendar Item No. 10)

July 20, 1992: Over to the meeting of August 17, 1992 at Ms. Moham's request.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of Local 790.

Action: Off calendar at the request of the Department of Public Health. Department to accept resignation services unsatisfactory. Not to be employed again by the Department of Public Health.

#### APPEAL OF AUTOMATIC RESIGNATION

Daisy Soo Hoo, 8214 Parking Control Officer, 29/E-16, Department of Parking and Traffic, 7/15/92. (Calendar Item No. 11)

August 17, 1992: Over to the meeting of September 14, 1992 at the request of Local 790.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

#### TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Steven Walker, 8321 Counselor, Boys' Ranch School, 6/CPE-13, Juvenile Probation Department, Log Cabin Ranch, 7/23/92. (Calendar Item No. 13)

August 17, 1992: Over to the meeting of September 14, 1992 by Commission action.

Action: Return name to list as recommended by the department.

#### INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 17)

None.

#### ADJOURNMENT. (Calendar Item No. 18)

In memory of George Johnston, father of Judy Johnston of the Controller's Office, who died on September 2, 1992.

In memory of Oscar Ortiz, Civil Service Commission staff, who died on September 12, 1992.

City and County of San Francisco  
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MINUTES OF MEETING

REGULAR MEETING - OCTOBER 5, 1992

PART I - 2 p.m.

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Uyehara (Item Missed: 14)

Excused: Commissioner Rios

Commissioner Donovan presided

MINUTES. Regular Meeting of September 14, 1992.

Action: Approve.

ANNOUNCEMENTS.

Executive Session, October 5, 1992.

The Civil Service Commission met in closed session on Monday, October 5, 1992 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations and pending litigation issues. Present were Commissioners Donovan, Mickins, Munson and Uyehara. The Commission instructed its chief labor negotiator on the labor relations issue. The Commission took no action on the pending litigation issue.

# CLASSIFICATION MATTERS

1219-92 Classification of positions in various City departments.  
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	2819 Assistant Health Educator (Sch. 57.3 \$1499B1818)	Same
	1	2830 Public Health Nurse (Sch. 57.3 \$2094B2621)	Same
	1	2903 Eligibility Worker (Sch. 51.6 \$1141B1381)	Same
	1	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	Same
	1	1635 Health Care Billing Clerk (Sch. 50.4 \$1078B1304)	Same
Public Health/ Children's Fund	1	2328 Nurse Practitioner (Sch. 71.0 \$2084B2609)	Same
	1	2230 Physician Specialist (Sch. 71.0 \$2918B3547)	Same
Public Health/ Laguna Honda Hospital	1	2322 Head Nurse (Sch. 52.5 \$2242B2892)	Same
Public Health/ CMHS	1	2930 Psychiatric Social Worker (Sch. 59.8 \$1690B2053)	Same
Public Health/ SFGHMC	1	2302 Nursing Assistant (Sch. 52.5 \$1191B1443)	2586 Health Worker II (Sch. 49.7 \$1042B1261)
	1	2112 Medical Records Technician (Sch. 53.0 \$1220B1477)	Same
Public Health/ CMHS	1	2454 Clinical Pharmacist (Sch. 65.7 \$2252B2737)	Same
Public Library	2	3610 Library Assistant (Sch. 49.8 \$1047B1267)	Same

CLASSIFICATION MATTERS (cont.)

1219-92 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Library	1	3618 Library Technician II (Sch. 55.2 \$1355B1642)	Same
		1	3632 Librarian II (Sch. 59.9 \$1698B2063)	Same
		1	1446 Secretary II (Sch. 51.9 \$1158B1401)	1406 Senior Clerk (Sch. 48.1 \$966B1169)
	Public Works	1	1237 Training Coordinator (Sch. 62.6 \$1936B2354)	Same
		1	1452 Executive Secretary II (Sch. 54.7 \$1323B1603)	Same
		1	5224 Associate Water Purification Engineer (Sch. 62.1 \$1890B2297)	Same
		2	5260 Architectural Assistant I (Sch. 55.0 \$1342B1626)	Same
		2	5265 Architectural Associate I (Sch. 59.0 \$1626B1975)	Same
		3	5268 Architect (Sch. 64.6 \$2135B2596)	Same
		2	8207 Building and Grounds Patrol Officer (Sch. 51.8 \$1152B1394)	Same
		1	AA23 Chief, Bureau of Construction Management (Sch. 71.9 \$3047B3703)	Establish Class 5131, Bureau Chief, Department of Public Works (J,Z Sch. 72.8 \$3189B3873) Draft class specification as detailed in the staff report.

# CLASSIFICATION MATTERS (cont.)

1219-92 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Works	1	AA24 Chief, Bureau of Environmental Regulation and Management (Sch. 72.2 \$3093B3760)	Establish Class 5131 Bureau Chief, Department of Public Works (J,Z, Sch. 72.8 \$3189B3873) Draft class specification as detailed in the staff report.
	Public Utilities Commission	1	1632 Senior Account Clerk (Sch. 51.5 \$1136B1375)	Same

## AMEND THE FOLLOWING CLASSIFICATION:

<u>Existing Class and Rate</u>	<u>Recommendation</u>
2235 Medical Director, Department of Health (Sch. 77.1 \$3931B4779)	Amend the class specification for 2235 Medical Director, Department of Health. Draft class specification as detailed in the staff report.

Action: Adopt staff report.

1220-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
133-92/93	Airport	Law Enforcement Psychological Services, Inc.
134-92/93	Arts Commission	Arthur Gonzalez
135-92/93	Arts Commission	Scott Donahue

CLASSIFICATION MATTERS (cont.)

1220-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	136-92/93	Civil Service Commission	Andrew Johnson
	137-92/93	Controller	Dapru, Inc.
	138-92/93	Controller	Pacific Coast Systems, Inc.
	139-92/93	Public Health	Catholic Charities of San Francisco
	140-92/93	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice
	141-92/93	Public Health	Alan Watahara, Ph.D., J.D.
	142-92/93	Public Health	UCSF/AIDS Health Project
	143-92/93	Public Utilities Commission	CH2M Hill
	144-92/93	Public Utilities Commission	Bechtel Corporation
	145-92/93	Public Works	Parsons De Leuw, Inc./Don Todd Associates, Inc.
	146-92/93	Public Works	AGS, Inc.
	147-92/93	Public Works	Municipal Consulting Services
	148-92/93	Public Works	Trans Pacific Geotechnical Consultants, Inc.
	149-92/93	Public Works	EQE Engineering & Design/Structus, an Association
	150-92/93	Sheriff	Reverend J. Raymond Fox
	151-92/93	Sheriff	Northern California Service League
	152-92/93	Social Services	The Episcopal Community Center
	153-92/93	Public Works	S.F. Community College District
Action:	1.	Contract Number 144-92/93 off calendar at the request of the Public Utilities Commission.	
	2.	Adopt balance of staff report; notify the offices of the Controller and the Purchaser.	



### COMPENSATION MATTERS

2189-92 Certification of prevailing wage for janitors employed under personal services contract at the San Francisco International Airport under the provisions of San Francisco Administrative Code Section 6.1-3. (Calendar Item No. D)

August 3, 1992: Over to the meeting of August 17, 1992 at the request of the City Attorney.

August 17, 1992: Over to the meeting of September 14, 1992 by Commission action.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of Civil Service Commission staff.

Action: Off calendar; remand to the Airports Commission.

2217-92 Review of criteria governing appointment above the entrance rate - Salary Standardization Ordinance Section VII.A.3. (Calendar Item No. 6)

September 14, 1992: Over to the meeting of October 5, 1992 at the request of staff.

Action: Adopt staff report as amended.

2241-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Ivy Wagner 2591 Health Program Coordinator II	Public Health	2	2
All Appointments in Class 2493 Associate Radiologic Technologist	Public Health	5	5
All Appointments in Class 2494 Staff Radiologic Technologist	Public Health	5	5
All Appointments in Class 2495 Senior Radiologic Technologist	Public Health	5	5

COMPENSATION MATTERS (cont.)

2241-92  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
All Appointments in Class 2496 Radiologic Technologist Supervisor	Public Health	5	5
All Appointments in Class 2442 Diagnostic Medical Sonographer II	Public Health	5	5
All Appointments in Class 2450 Pharmacist	Public Health	5	5
All Appointments in Class 2453 Supervising Pharmacist	Public Health	5	5
All Appointments in Class 2454 Clinical Pharmacist	Public Health	3	3
All Appointments in Class 2330 Anesthetist	Public Health	4	4
Joni Umbay 1866 Systems and Procedures Supervisor	Controller	2	2
Mary Lou Frank 1491 Associate Registrar	SFCCD	3	3
Thomas Lynch 1491 Associate Registrar	SFCCD	3	3
Marie McKechnie 1140 Deputy Clerk of the Board	Board of Supervisors	5	5
Melissa Tobin 0620 Court Commissioner	District Attorney	5	5

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

- 2242-92 Actuarial Study related to the Trust Fund established by Charter Section 8.404 (Transit Operators) for Fiscal Year 1992-93. (Calendar Item No. J)

Action: Transmit Actuarial Study to the Board of Supervisors, the General Manager, Public Utilities Commission; Employee Relations Division, Mayor's Office; and representatives of the Transport Workers Union for review and meet and confer considerations.

EXAMINATION MATTERS

- 3177-92 Appeal of background rejection for Class Q2 Police Officer by Daniel J. Barbeau. (Calendar Item No. 10)

August 17, 1992: Over to the meeting of September 14, 1992 at the request of the San Francisco Police Department.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of the San Francisco Police Department.

Action: Adopt staff report. Deny appeal of Daniel J. Barbeau; sustain the decision of the Chief of Police. (Mr. Barbeau failed to appear.)

- 3185-92 Appeal of background rejection for Class Q2 Police Officer by Donna Louise Medley. (Calendar Item No. 9)

Action: Adopt staff report. Deny appeal of Donna Louise Medley; sustain the decision of the Chief of Police.

- 3186-92 Appeal of background rejection for Class Q2 Police Officer by Kevin Mah. (Calendar Item No. 11)

Action: Adopt staff report. Deny appeal of Kevin Mah; sustain the decision of the Chief of Police. (Mr. Mah failed to appear.)

EXAMINATION MATTERS (cont.)

- 3194-92 Appeal of background rejection for Class Q2 Police Officer by Dennis W. O'Neill. (Calendar Item No. 8)

Action: Grant the appeal of Dennis W. O'Neill for Class Q2 Police Officer.

IN-SERVICE MATTERS

- 6325-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes from six (6) months to twelve (12) months. (Calendar Item No. E)

September 14, 1992: Post for adoption.

Action: Adopt.

- 6427-92 Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from July 1, 1992 to September 30, 1992. (Calendar Item No. H)

Action: Approve.

- 6435-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. I)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 6438-92 Implementation of Proposition C (November 1991 election) - proposed changes to the Civil Service Commission Rules. (Calendar Item No. G)

Action: 1. Post for adoption.  
2. Forward to the Mayor's Employee Relations Division for meet and confer.

IN-SERVICE MATTERS (cont.)

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leave of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (Calendar Item No. F)

- Action:
1. Post for adoption.
  2. Forward to the Mayor's Employee Relations Division for meet and confer.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 5, 1992

PART III - 4 p.m.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Solomon Akpan, 2312 Licensed Vocational Nurse, 3/E-123, Department of Public Health, San Francisco General Hospital Medical Center, 7/13/92. (Calendar Item No. 14)

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Gloria C. Barnes, 1446 Secretary II, 44/CPE-23, San Francisco Port Commission, Cargo Services, 8/28/92. (Calendar Item No. 13)

Action: Over to the meeting of November 2, 1992 by Commission action at the request of Local 790 with the stipulation that Ms. Barnes is ineligible for backpay in the event the Commission rules in her favor.

DISMISSAL OF PERMANENT APPOINTEE

Lacy Carter, Jr., 7421 Sewer Maintenance Worker, 21/E-1, Department of Public Works, Street and Sewer Repair, 9/4/92. (Calendar Item No. 18)

Action: Over to the meeting of October 19, 1992 at Mr. Carter's request.

RESIGNATION - SERVICES UNSATISFACTORY

Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92. (Calendar Item No. 17)

August 17, 1992: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of the Public Utilities Commission.

Action: Over to the meeting of October 19, 1992 at Mr. Johnson's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Christopher Koh, H2 Firefighter, 1146/E-29, San Francisco Fire Department, Bureau of Training, 8/10/92. (Calendar Item No. 15)

Action: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity and Affirmative Action Unit.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mark Voelker, H2 Firefighter, 299/E-29, San Francisco Fire Department, Bureau of Training, 8/5/92. (Calendar Item No. 16)

Action: Over to the meeting of November 2, 1992 at the request of Mr. Voelker's attorney.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 19)

GENERAL MANAGER'S REPORT. (Calendar Item No. 20)

Report given.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 21)

None.

ADJOURNMENT.





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

CLEO DONOVAN, PRESIDENT  
EMI R. UYEHARA, VICE PRESIDENT  
GRANT S. MICKINS, COMMISSIONER  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER

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ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

**MINUTES OF MEETING**

REGULAR MEETING - OCTOBER 19, 1992

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

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Commissioner Donovan presided

MINUTES.

Regular Meeting of October 5, 1992.

Action: Approve.

ANNOUNCEMENTS.

A. Executive Session, October 12, 1992.

The Civil Service Commission met in closed session on Monday, October 12, 1992 at 3:30 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel issue.

Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara.

No action was taken.

ANNOUNCEMENTS. (cont.)

B. Executive Sessions, October 19, 1992.

The Civil Service Commission met in closed session on Monday, October 19, 1992 at 12:30 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel issue.

Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara.

This closed session was recessed to after this regular meeting at approximately 6 p.m. today and will again be recessed to Wednesday, October 21, 1992 at 8 a.m.

The Civil Service Commission met in closed session on Monday, October 19, 1992 at 1:30 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara.

The Commission instructed its General Manager, Personnel to calendar for its meeting of November 2, 1992, a request to the Board of Supervisors to release funds for the conduct of a salary survey for Fiscal Year 1993-94.

CLASSIFICATION MATTERS

- 1222-92 Survey of 967 positions in the Department of Social Services and 127 positions in the Department of Public Health. (Calendar Item No. F)

Action: Off calendar at the request of the Department of Social Services.

- 1223-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
154-92/93	Airport	San Francisco Conservation Corps.
155-92/93	Airport	Business Development, Inc.
156-92/93	Airport	Mary Krost & Associates

CLASSIFICATION MATTERS (cont.)

1223-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	157-92/93	Airport	Applied Protection Systems
	158-92/93	Airport	The Parry Company
	159-92/93	CAO	Environmental Careers Organization (ECO)
	160-92/93	CAO	PRC Environmental Management, Inc. (PRC-EMI)
	161-92/93	Fire	CORE Corporation
	162-92/93	Police	Tri-County Extradition, Inc.
	163-92/93	Public Health	HHL Financial Services, Inc.
	164-92/93	Public Health	Jonathan Brown
	165-92/93	Public Health	Jim Neiss
	166-92/93	Public Health	Johnny Norway
	167-92/93	Public Health	Tommy Huie
	168-92/93	Public Health	Jose Antonio Aguilar
	169-92/93	Public Health	Joe Wright
	170-92/93	Public Utilities Commission	Wilbur Smith Associates
	171-92/93	Public Utilities Commission	James M. Montgomery
	172-92/93	Public Utilities Commission	James M. Montgomery
	173-92/93	Recreation and Park	Mora Architects/Modus Operandi
Action:	1.	Contract Number 170-92/93 over to the meeting of November 2, 1992 by Commission action.	
	2.	Adopt balance of staff report; notify the offices of the Controller and the Purchaser.	

# CLASSIFICATION MATTERS (cont.)

1225-92 Classification of positions in various City departments.  
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Adult Probation	1	1424 Clerk Typist (Sch. 47.9 \$956B1158)	Same
	2	8442 Senior Probation Officer (Sch. 58.8 \$1611B1955)	Same
County Clerk/ Recorder	1	8113 Court Clerk (Sch. 58.4 \$1580B1918)	1842 Management Assistant (Sch. 56.2 \$1421B1723)
Airport	1	A829 Manager-License and Permit Bureau (Sch. 64.8 \$2156B2621)	9222 Airport Operations Coordinator (Sch. 64.2 \$2094B2545)
Public Library	1	3616 Library Technical Assistant (Sch. 53.3 \$1237B1499)	Same
	2	3610 Library Assistant (Sch. 49.8 \$1047B1267)	Same
Recreation and Park	4	3284 Recreation Director (Sch. 51.2 \$1120B1355)	Same
Public Works	6	5266 Architectural Associate II (Sch. 62.0 \$1881B2287)	Same
Public Health/ Central Office	1	1934 Storekeeper (Sch. 50.5 \$1083B1310)	Same
Public Health/ SFGH	1	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	1444 Secretary I (Sch. 48.8 \$998B1208)

Action: Adopt staff report.

COMPENSATION MATTERS

2246-92    Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.  
(Calendar Item No. D)

Action:        Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2247-92    Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Nicholas J. LaRocco 9356 Wharfinger II	Port	2	2
Mark Alexander Rudnicki 5206 Associate Civil Engineer	Public Utilities Commission	5	5
Alfred B. Lee 5202 Junior Civil Engineer	Public Utilities Commission	3	3
Paul Lui 5206 Associate Civil Engineer	Public Utilities Commission	5	5
Peggy Moser 8158 Family Support Investigator II	District Attorney	3	3
Susan A. Perlman 2320 Registered Nurse	Public Health	5	5
Thomas Folks 5230 Traffic Engineer	Parking and Traffic	5	5
Joseph H. Roger 5218 Structural Engineer	Port	5	5

Action:        Adopt staff Report.

#### COMPENSATION MATTERS (cont.)

2248-92 Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Calendar Item No. E)

- Action:
1. Acknowledging that it is the Commission's legal responsibility to certify prevailing rate of wages of the various crafts in the private sector to the Board of Supervisors; it is the Commission's feeling that forwarding this information to the Board does not mean that the Commission endorses these same prevailing wages to be paid to City and County craft employees. The forwarding of this information to the Board by the Commission is only a pro forma action required by Section 6.37 of the Administrative Code.
  2. Adopt staff report; forward to the Board of Supervisors.

#### EXAMINATION MATTERS

3074-92 Appeal of staff denial of protest regarding the announcement for Class 8240 Police Communications Shift Supervisor. (Calendar Item No. H)

August 3, 1992: Over to the meeting of August 17, 1992 by Commission action.

August 17, 1992: Over to the meeting of September 14, 1992 at the request of staff.

Action: Off calendar at the request of staff.

3181-92 Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (Calendar Item No. I)

Action: Over to the meeting of November 16, 1992 at the request of the San Francisco Police Department.

3195-92 Appeal of background rejection for Class Q2 Police Officer by David Jew. (Calendar Item No. 9)

Action: Adopt staff report. Deny appeal of David Jew; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- 3196-92 Appeal of background rejection for Class Q2 Police Officer by Norma D. Villavicencio. (Calendar Item No. J)

Action: Over to the meeting of November 16, 1992 at the request of the San Francisco Police Department.

- 3197-92 Appeal of background rejection for Class Q2 Police Officer by Niall J. Brosnan. (Calendar Item No. 8)

Action: Over to the meeting of November 16, 1992 at Mr. Brosnan's request.

IN-SERVICE MATTERS

- 6517-92 Appeal by Monwell Sims of the decision of the General Manager, Personnel to deny request to rescind his resignation of June 5, 1992. (Calendar Item No. 6)

Action: Grant the appeal of Monwell Sims to rescind his resignation of June 5, 1992.

- 6533-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 19, 1992

APPEAL OF AUTOMATIC RESIGNATION

Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92. (Calendar Item No. 11)

Action: Over to the meeting of November 16, 1992 at Ms. Bell's request.

DISMISSAL OF PERMANENT APPOINTEE

Lacy Carter, Jr., 7421 Sewer Maintenance Worker, 21/E-1, Department of Public Works, Street and Sewer Repair, 9/4/92. (Calendar Item No. 14)

October 5, 1992: Over to the meeting of October 19, 1992 at Mr. Carter's request.

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

RESIGNATION - SERVICES UNSATISFACTORY

Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92. (Calendar Item No. 13)

August 17, 1992: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of the Public Utilities Commission.

October 5, 1992: Over to the meeting of October 19, 1992 at Mr. Johnson's request.

Action: Over to the meeting of November 2, 1992 at the request of the Public Utilities Commission.

RESIGNATION - SERVICES UNSATISFACTORY

Clair E. Schulte, 2662 Director of Food Services, 2-CPE-1,  
Department of Public Health, San Francisco General Hospital Medical  
Center, 3/2/88. (Calendar Item No. 12)

May 2, 1988: Over to the meeting of May 16, 1988 at the  
request of the Department of Public Health.

May 16, 1988: Off calendar at the request of Mr.  
Schulte. Mr. Schulte to notify the  
Assistant Secretary when prepared to  
proceed. Ineligible for all employment  
with the City and County of San Francisco  
pending final determination by the Civil  
Service Commission.

August 17, 1992: Over to the meeting of October 19, 1992 at  
Mr. Schulte's request.

Action: Accept the resignation as certified. Cancel all current  
examination and eligibility status. No future  
employment in any position covered by the civil service  
system of the City and County of San Francisco.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 15)

None.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 16)

None.

ADJOURNMENT. (Calendar Item No. 17)

In memory of Opal M. Franz, mother of Gretchen Franz of the Civil  
Service Commission staff, who died on October 12, 1992.





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

CLEO DONOVAN, PRESIDENT  
EMI R. UYEHARA, VICE PRESIDENT  
GRANT S. MICKINS, COMMISSIONER  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER

ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

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**SPECIAL MEETING MINUTES**

SATURDAY

OCTOBER 24, 1992

9 a.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

- (1) Discuss and develop proposed long range plans for future presentation at public hearings.

No action was taken.





City and County of San Francisco

## CIVIL SERVICE COMMISSION

CLEO DONOVAN, PRESIDENT  
EMI R. UYEHARA, VICE PRESIDENT  
GRANT S. MICKINS, COMMISSIONER  
A. LEE MUNSON, COMMISSIONER  
JUAN RIOS, COMMISSIONER

ALBERT C. WALKER, GENERAL MANAGER, PERSONNEL  
CAROL M. SAM, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 2, 1992

PART I - 2 p.m.

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### ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

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1 MIN (10) BOX 41

Commissioner Donovan presided

### MINUTES.

- A. Regular Meeting of October 19, 1992.  
Action: Approve.
- B. Special Meeting of October 24, 1992.  
Action: Approve.

### ANNOUNCEMENTS.

Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for December 1992, January 1993 and February 1993:

ANNOUNCEMENTS. (cont.)

December 7, 1992: the Commission will meet as scheduled.  
December 21, 1992: this meeting is cancelled.  
January 4, 1993: the Commission will meet as scheduled.  
January 18, 1993: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.  
February 1, 1993: the Commission will meet as scheduled.  
February 15, 1993: this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

CLASSIFICATION MATTERS

1223-92 Review of request for approval of proposed personal services contract. (Calendar Item No. 6)

October 19, 1992: Contract Number 170-92/93 over to the meeting of November 2, 1992 by Commission action.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
170-92/93	Public Utilities Commission	Wilbur Smith Associates

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1228-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
174-92/93	Airport	International Total Services
175-92/93	Arts Commission	Arts Market Consulting, Inc.
176-92/93	Arts Commission	Margie O'Driscoll



CLASSIFICATION MATTERS (cont.)

1228-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
177-92/93	CAO	Geo Resources Consultants and Wesley M. Toy, Consulting Engineer
178-92/93	CAO	Brown, Vence and Associates
179-92/93	City Attorney	Santa Clara University
180-92/93	Controller	Data Processing and Accounting Services
181-92/93	Mayor's Office	S.F. Unified School District/Student Nutrition Services
182-92/93	Police	Forrest Faulknor and Sons
183-92/93	Public Works	Eureka Laboratories, Inc.
184-92/93	Public Works	CH2M-Hill
185-92/93	Public Works	GEO/Resources Consultants, Inc.
186-92/93	Public Works	SOH and Associates
187-92/93	Public Works	Vansir/Luster CM, A Joint Venture
188-92/93	Public Works	Martin M. Ron Associates, Inc.
189-92/93	Public Utilities Commission	Hooper, Hooper and Washington and Christian
190-92/93	Public Utilities Commission	Frye Claims Consultation and Administration
191-92/93	Public Utilities Commission	Woodward-Clyde Consultants
192-92/93	Public Utilities Commission	Jackson Research Projects (JRP Historical Consulting Services)
193-92/93	Sheriff	Dr. Harry Edwards
194-92/93	Public Works	Dynamic Isolation System

CLASSIFICATION MATTERS (cont.)

1228-92 THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARY IS FROM THE  
(cont.) DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
195-92/93	Public Health	St. Mary Pharmacy Management Services

Action:

1. Contract Number 190-92/93 over to the meeting of November 16, 1992 at the request of the Public Utilities Commission.
2. Contract Number 180-92/93 over to the meeting of November 16, 1992 by Commission action.
3. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1229-92 Classification of positions in various City departments.  
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Community College District	1	1844 Sr. Management Asst. (Sch. 59.0 \$1626B1975)	Same
	1	1842 Management Assistant (Sch. 56.2 \$1421B1723)	Same
Social Services	1	1204 Senior Personnel Clerk (Sch. 52.4 \$1185B1436)	Same
PUC/Water	1	5177 Safety Officer (Sch. 66.8 \$2377B2890)	Same
County Clerk/ Recorder	4	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	8108 Senior Legal Process Clerk (Sch. 50.7 \$1093B1323)

### CLASSIFICATION MATTERS (cont.)

1229-92 AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATIONS:  
(cont.)

<u>Existing Class and Rate</u>	<u>Recommendation</u>
1231 Associate Affirmative Action Coordinator (Sch. 63.4 \$2014B2449)	1231 Assistant Manager, Equal Employment Opportunity Programs
1233 Affirmative Action Specialist (Sch. 57.6 \$1520B1844)	1233 Equal Employment Opportunity Programs Specialist
1235 Affirmative Action Coordinator (Sch. 68.3 \$2557B3108)	1235 Manager, Equal Employment Opportunity Programs

These actions are to reflect the broad range of Equal Employment Opportunity tasks and responsibilities assigned to these classifications. Salary remains unchanged. Draft class specifications as detailed in the staff report.

Action: Adopt staff report.

### COMPENSATION MATTERS

2253-92 Request for authority to conduct a salary survey for Salary Standardization for miscellaneous employees pursuant to Charter Section 8.400, 8.401 and 8.407 for Fiscal Year 1993-94.  
(Calendar Item No. 7)

Action: Adopt staff report. (Vote of 3 to 2: Commissioners Uyehara and Rios dissents.)

1. Authorize the conduct of a salary survey for Salary Standardization for Fiscal Year 1993-94.
2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.

COMPENSATION MATTERS (cont.)

2253-92  
(cont.)

3. Advise the Board of Supervisors that the final salary recommendations will be forwarded to the Board circa mid-March 1993.
4. Request that the Chief Labor Negotiator continue to meet and confer on the economic conditions criteria.

2256-92 Proposed change in data collection schedule for miscellaneous employees for Fiscal Year 1993-94 Salary Survey.  
(Calendar Item No. D)

Action: Off calendar at the request of staff.

2258-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Ann Campbell 1801 Supervising Performance Auditor	Controller	2	2
George Cannon, Jr. 9261 Terminal Construction Program Administrator	Airport	4	4

Action: Adopt staff report.

EXAMINATION MATTERS

3180-92 Appeal of background rejection for Class Q2 Police Officer by Milton H. Bliss. (Calendar Item No. 13)

Action: Over to the meeting of November 16, 1992 at the request of the San Francisco Police Department.

3184-92 Appeal of background rejection for Class Q2 Police Officer by Stephen Y. Ho. (Calendar Item No. 11)

Action: Over to the meeting of November 16, 1992 at the request of the San Francisco Police Department.

EXAMINATION MATTERS (cont.)

- 3187-92 Appeal of background rejection for Class Q2 Police Officer by Daniel J. Marweg. (Calendar Item No. H)

Action: Over to the meeting of December 7, 1992 at the request of Mr. Marweg's attorney.

- 3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 10)

Action: Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.

- 3210-92 Appeal of background rejection for Class Q2 Police Officer by Sanford Taylor. (Calendar Item No. 12)

Action: Adopt staff report. Deny appeal of Sanford Taylor; sustain the decision of the Chief of Police.

- 3639-92 Appeal of staff's denial of the protest of the terms of the examination announcement for Class 6230 Street Inspector. (Calendar Item No. 8)

Action: Over to the meeting of November 16, 1992 at Ms. Serrell-Carr's request.

IN-SERVICE MATTERS

- 6493-92 Report in accordance with San Francisco Administrative Code 16.9-25 (d), The Sexual Harassment Ordinance. (Calendar Item No. G)

Action: Adopt staff report. Forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.

IN-SERVICE MATTERS (cont.)

- 6569-92 Status rights for May Yung in Class 1630 Account Clerk, Department of Public Health. (Calendar Item No. E)

Action: Adopt staff report. Grant permanent status to May Yung to a permanent position in Class 1630 Account Clerk, Department of Public Health, subject to serving a six-month entrance probationary period.

- 6586-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. F)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 2, 1992

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Gloria C. Barnes, 1446 Secretary II, 44/CPE-23, San Francisco Port Commission, Cargo Services, 8/28/92. (Calendar Item No. 15)

October 5, 1992: Over to the meeting of November 2, 1992 by Commission action at the request of Local 790 with the stipulation that Ms. Barnes is ineligible for backpay in the event the Commission rules in her favor.

Action: Approve the separation. Reinstate to a position in the class from which promoted (Class 1424 Clerk Typist). Not to be employed again by the San Francisco Port Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Khorla Henry, 9163 Transit Operator, 18/E-133, Public Utilities Commission, San Francisco Municipal Railway, 5/20/92. (Calendar Item No. 17)

Action: Dismiss from the City and County Service.

RESIGNATION - SERVICES UNSATISFACTORY

Charles Johnson, 2708 Custodian, 91/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/11/92. (Calendar Item No. 18)

August 17, 1992: Over to the meeting of September 14, 1992 at Mr. Johnson's request.

September 14, 1992: Over to the meeting of October 5, 1992 at the request of the Public Utilities Commission.

October 5, 1992: Over to the meeting of October 19, 1992 at Mr. Johnson's request.

October 19, 1992: Over to the meeting of November 2, 1992 at the request of the Public Utilities Commission.

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.



TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mark Voelker, H2 Firefighter, 299/E-29, San Francisco Fire Department,  
Bureau of Training, 8/5/92. (Calendar Item No. 16)

October 5, 1992: Over to the meeting of November 2, 1992 at the  
request of Mr. Voelker's attorney.

Action: Over to the meeting of November 16, 1992 at the request of  
Mr. Voelker's attorney.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 19)

None.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 20)

None.

ADJOURNMENT. (Calendar Item No. 21)

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CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION

**MINUTES OF MEETING**

REGULAR MEETING - NOVEMBER 16, 1992

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Donovan presided

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MINUTES.

Regular Meeting of November 2, 1992

Action: Approve.

Cleo Donovan, President  
Emi R. Uyehara, Vice President  
Grant S. Mickins, Commissioner  
A. Lee Munson, Commissioner  
Juan Rios, Commissioner  
Albert C. Walker, General Manager, Personnel  
Carol M. Sam, Assistant Secretary



**Civil Service 2000: Leading San Francisco Forward**

## ANNOUNCEMENTS.

### A. Executive Session, November 16, 1992.

The Civil Service Commission met in closed session on Monday, November 16, 1992 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54957 of the Government Code of the State of California to discuss labor relations and personnel issues.

Present were Commissioners Donovan, Mickins, Munson and Uyehara.

No action was taken on the personnel issue.

On the labor relations issue, the Commission took action to calendar a Special Meeting at 5:30 p.m. on November 30, 1992 on the proposed Rule change to Civil Service Commission Rule 22 - Leaves of Absence (Furlough).

### B. Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for December 1992, January 1993 and February 1993:

December 7, 1992: the Commission will meet as scheduled.

December 21, 1992: this meeting is cancelled.

January 4, 1993: the Commission will meet as scheduled.

January 18, 1993: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.

February 1, 1993: the Commission will meet as scheduled.

February 15, 1993: this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

CLASSIFICATION MATTERS

1222-92     Survey of 967 positions in the Department of Social Services and 127 positions in the Department of Public Health.  
(Calendar Item No. 7)

October 19, 1992:             Off calendar at the request of the  
   Department of Social Services.

Action:             Off calendar at the request of the Department of Social  
   Services.

1228-92     Review of request for approval of proposed personal services  
contract number 190-92/93. (Calendar Item No. A)

November 2, 1992:             Contract Number 190-92/93 over to the  
   meeting of November 16, 1992 at the request  
   of the Public Utilities Commission.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
190-92/93	Public Utilities Commission	Frye Claims Consultation and Administration

Action:             Adopt staff report; notify the offices of the Controller  
   and the Purchaser.

1228-92     Review of request for approval of proposed personal services  
contract number 180-92/93. (Calendar Item No. 6)

November 2, 1992:             Contract Number 180-92/93 over to the  
   meeting of November 16, 1992 by Commission  
   action.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
180-92/93	Controller	Data Processing and Accounting Services

Action:             Over to the meeting of December 7, 1992.

CLASSIFICATION MATTERS (cont.)

1233-92    Review of request for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
196-92/93	Mayor's Office	Calvin Louie, CPA
197-92/93	Mayor's Office	Japanese Community Youth Center
198-92/93	Public Health	S.F. Community Clinics Consortium
199-92/93	Public Health	H+GCL
200-92/93	Public Health	Galson Corporation
201-92/93	Public Health	Clayton Environmental Consultants, Inc.
202-92/93	Public Health	The CBORD Group, Inc.
203-92/93	Public Health	Bay Area Communication Access
204-92/93	Public Health	SCA Environmental, Inc.
205-92/93	Public Works	Lab Support
206-92/93	Social Services	Geri Brooks
207-92/93	Public Utilities Commission	Comprehensive Watershed Management Policy, Plans, and EIRS
208-92/93	Public Works	Consolidated Engineering Laboratories
209-92/93	Public Works	AGS, Inc.
210-92/93	Public Works	Structural Design Engineers
211-92/93	Public Works	The Sear-Brown Group

CLASSIFICATION MATTERS (cont.)

1233-92 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	212-92/93	Public Works	Signet Testing Labs
	213-92/93	Public Works	Smith-Emery Company
	214-92/93	Public Works	Terratech, Inc.
	215-92/93	Public Works	BSK & Associates

- Action:
1. Contracts Number 209-92/93, 210-92/93 and 211-92/93 over to the meeting of December 7, 1992 at the request of the Department of Public Works.
  2. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1234-92      Classification of positions in various City departments.  
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230)
Controller	1	1454 Executive Secretary II (Sch. 55.7 1388B1682)	1452 Executive Secretary III (Sch. 54.7 \$1323B1603)
Fire	1	H4 Inspector, Bureau of Fire Prevention and Public Safety (\$2118B2118)	Same
Electricity & Telecommunications	1	1630 Account Clerk (Sch. 48.6 \$989B1197)	Same
Public Works	1	6266 Senior Plan Checker (Sch. 65.2 \$2199B2672)	Amend the class specification; classify one new position to Class 6266.

CLASSIFICATION MATTERS (cont.)

1234-92

- (cont.)      Action:      1.      Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.
2.      Adopt balance of staff report.

COMPENSATION MATTERS

2271-92      Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action:      Over to the meeting of December 7, 1992 by Commission action.

2272-92      Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Jerry Thomas 1818 Management Information Specialist II	Public Health	5	5
Robert Wright 9241 Airport Electrician Supervisor	Airport	5	5
Kenneth Jones 8146 District Attorney Investigator	District Attorney	3	3
Kathleen G. Noonan 2320 Registered Nurse	Public Health	5	5
John E. Newlin 1101 Director of Parking & Traffic	Parking & Traffic	5	5

Action:      Adopt staff report.



COMPENSATION MATTERS (cont.)

2273-92 Certification of pay and benefit provisions of Supervising Registered Nurse Memorandum of Understanding. (Calendar Item No. F)

Action: Over to the meeting of December 7, 1992 at the request of staff.

EXAMINATION MATTERS

3180-92 Appeal of background rejection for Class Q2 Police Officer by Milton H. Bliss. (Calendar Item No. 12)

November 2, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

Action: Adopt staff report. Deny appeal of Milton H. Bliss; sustain the decision of the Chief of Police.

3181-92 Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (Calendar Item No. H)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

Action: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

3184-92 Appeal of background rejection for Class Q2 Police Officer by Stephen Y. Ho. (Calendar Item No. 13)

November 2, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

Action: Adopt staff report. Deny appeal of Stephen Y. Ho; sustain the decision of the Chief of Police. (Mr. Ho failed to appear.)

EXAMINATION MATTERS (cont.)

3196-92 Appeal of background rejection for Class Q2 Police Officer by Norma D. Villavicencio. (Calendar Item No. 10)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

Action: Adopt staff report. Deny appeal of Norma D. Villavicencio; sustain the decision of the Chief of Police.

3197-92 Appeal of background rejection for Class Q2 Police Officer by Niall J. Brosnan. (Calendar Item No. 11)

October 19, 1992: Over to the meeting November 16, 1992 at Mr. Brosnan's request.

Action: Over to the meeting of December 7, 1992 at Mr. Brosnan's request.

3639-92 Appeal of staff's denial of the protest of the terms of the examination announcement for Class 6230 Street Inspector. (Calendar Item No. 8)

November 2, 1992: Over to the meeting of November 16, 1992 at Ms. Bonnie Serrell-Carr's request.

Action: Grant the appeal of Bonnie Serrell-Carr for Class 6230 Street Inspector.

IN-SERVICE MATTERS

6669-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 16, 1992

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Robert H. Anderson, Jr., 7514 General Laborer, 75/E-0011, Department of Public Works, Street Cleaning, 10/2/92. (Calendar Item No. 18)

Action: Return name to the eligible list from which appointed (Class 7514 General Laborer). Not to be employed again by the Department of Public Works.

APPEAL OF AUTOMATIC RESIGNATION

Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92. (Calendar Item No. 15)

October 19, 1992: Over to the meeting of November 16, 1992 at Ms. Bell's request.

Action: Over to the meeting of December 7, 1992 at the joint request of the Recreation and Park Department and Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92. (Calendar Item No. 19)

Action: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92. (Calendar Item No. 16)

Action: Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mark Voelker, H2 Firefighter, 299/E-29, San Francisco Fire Department, Bureau of Training, 8/5/92. (Calendar Item No. 17)

October 5, 1992: Over to the meeting of November 2, 1992 at the request of Mr. Voelker's attorney.

November 2, 1992: Over to the meeting of November 16, 1992 at the request of Mr. Voelker's attorney.

Action: Over to the meeting of December 7, 1992 at the request of Mr. Voelker's attorney.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 20)

None.

GENERAL MANAGER'S REPORT. (Calendar Item No. 21)

Budget Report given.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 22)

None.

ADJOURNMENT. (Calendar Item No. 23)

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**CITY AND COUNTY OF SAN FRANCISCO**  
**CIVIL SERVICE COMMISSION**

**SPECIAL MEETING MINUTES**

NOVEMBER 30, 1992

ROOM 228, SECOND FLOOR, CITY HALL

(BOARD OF SUPERVISORS' COMMITTEE MEETING ROOM)

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Donovan presided.

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IN-SERVICE MATTERS

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leave of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (Calendar Item No. 1)

- October 5, 1992:
1. Post for adoption.
  2. Forward to the Mayor's Employee Relations Division for meet and confer.

Action: Over to the meeting of January 4, 1993 to be heard by the full Commission.

**Cleo Donovan, President**  
**Emi R. Uyehara, Vice President**  
**Grant S. Mickins, Commissioner**  
**A. Lee Munson, Commissioner**  
**Juan Rios, Commissioner**

**Albert C. Walker, General Manager, Personnel**  
**Carol M. Sam, Assistant Secretary**



INDIVIDUALS' REQUESTS TO SPEAK.

Bob McDonnell	Local 261
Claire Zvanski	Local 790
Dorothy Jymes	Local 790
James Bryant	Local 790
Ed Kinchley	Local 790
Josie Mooney	Local 790
Paul Varacalli	Local 790
Dale Butler	Local 250
James T. Ferguson	Local 798
Joseph M. Hurley	Local 856
Michael S. Cook	Local 1305
Larry Martin	Local 250-A
Bobbie Brown	Local 250-A
Alice Fialkin	Local 200
David Novogrodsky	Local 21
Richard Todd	
Donna Figone	
Kenneth Gilmore	
Ed Lieberman	Local 3
Ken Dowlin	Public Library



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**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

**MINUTES OF MEETING**

REGULAR MEETING - DECEMBER 7, 1992

PART I - 2 p.m.

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Munson  
Commissioner Uyebara

Excused: Commissioner Mickins  
Commissioner Rios

Commissioner Donovan presided

MINUTES.

A. Regular Meeting of November 16, 1992.

Action: Approve.

B. Special Meeting of November 30, 1992.

Action: Approve.

Cleo Donovan, President  
Emi R. Uyebara, Vice President  
Grant S. Mickins, Commissioner  
A. Lee Munson, Commissioner  
Juan Rios, Commissioner  
Albert C. Walker, General Manager, Personnel  
Carol M. Sam, Assistant Secretary





## ANNOUNCEMENTS.

### A. Executive Session, November 30, 1992.

The Civil Service Commission met in closed session on Monday, November 30, 1992 at 5 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were Commissioners Donovan, Mickins, Munson and Uyehara.

No action was taken.

### B. Executive Session, December 7, 1992.

The Civil Service Commission met in closed session on Monday, December 7, 1992 at 1 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to consider Labor Relations and potential litigation issues.

Present were Commissioners Donovan, Munson, and Uyehara.

No action was taken.

### C. Due to the legal holidays which occur in the next several months which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for December 1992, January 1993 and February 1993:

December 21, 1992:	this meeting is cancelled.
January 4, 1993:	the Commission will meet as scheduled.
January 18, 1993:	this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.
February 1, 1993:	the Commission will meet as scheduled.
February 15, 1993:	this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

### D. The Civil Service Commission recessed its regular meeting of December 7, 1992 into a closed session at 4:15 p.m. to discuss a labor relations issue.

Present were Commissioners Donovan, Munson and Uyehara.

The Commission instructed its chief labor negotiator.

CLASSIFICATION MATTERS

- 1228-92    Review of request for approval of proposed personal services contract number 180-92/93. (Calendar Item No. 6)

November 16, 1992:            Contract Number 180-92/93 over to the meeting of December 7, 1992 by Commission action.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
180-92/93	Controller	Data Processing and Accounting Services

Action:            Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1233-92    Review of request for approval of proposed personal services contracts (Calendar Item No. A)

November 16, 1992:            Contracts Number 209-92/93, 210-92/93 and 211-92/93 over to the meeting of November 16, 1992 at the request of the Department of Public Works.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
209-92/93	Public Works	AGS, Inc.
210-92/93	Public Works	Structural Design Engineers
211-92/93	Public Works	The Sear-Brown Group

Action:            Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1234-92    Classification of positions in various City departments. (Calendar Item No. K)

November 16, 1992:            Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

CLASSIFICATION MATTERS

1234-92  
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230)

Action: Over to the meeting of January 4, 1993 at the request of  
the San Francisco Unified School District.

1242-92 Review of request for approval of proposed personal services contracts  
(Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
216-92/93	Airport	Martin O'Connell Associates
217-92/93	Airport	Dames & Moore
218-92/93	City Planning	City of Santa Cruz and County of Santa Cruz
219-92/93	Civil Service Commission	S.F. Community College District
220-92/93	Civil Service Commission	Cooperative Personnel Services
221-92/93	Civil Service Commission	Cooperative Personnel Services
222-92/93	SFCCD	Geo/Resource Consultants, Inc.
223-92/93	SFCCD	Acres Consulting Engineers
224-92/93	SFCCD	Ripley & Associates, Architects
225-92/93	Mayor's Office	Richard M. Behm
226-92/93	Mayor's Office	Peter Lloyd Thompson

CLASSIFICATION MATTERS

1242-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
227-92/93	Public Health	Medicus Systems Corporation
228-92/93	Public Health	American Environmental Management Corp.
229-92/93	Public Health	Crosby & Overton
230-92/93	Public Health	Coming Home Support Services
231-92/93	Public Works	Friends of the Urban Forest
232-92/93	Public Works	GFDS Engineers
233-92/93	Public Works	Dasse Design Inc./ Villarroel
234-92/93	Public Works	URS Engineers
235-92/93	Public Works	Gerson/Overstreet
236-92/93	Public Works	Sierra Cybernetics, Inc.
237-92/93	Public Works	BWF Consulting Engineers
238-92/93	Public Works	Takahashi Consulting Engineers, Inc.
239-92/93	Public Works	Structural Design Engineer
240-92/93	Public Works	Pete O. Lapid, Inc. in associate with J.Y.A. Consulting Eng., Inc.
241-92/93	Purchasing	Mardave Compu, Inc.
242-92/93	Real Estate	R.B. Campbell-Taylor & Associates, Inc.

CLASSIFICATION MATTERS (cont.)

1242-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
243-92/93	Recreation and Park	Vincent Huang-Urban Safety Management
244-92/93	Recreation and Park	Careers Abound
245-92/93	Social Services	Deloitte & Touche, Inc.
246-92/93	Social Services	Ruth Rankin
247-92/93	Social Services	Alternative Family Services, Inc.
248-92/93	Social Services	In Home Supportive Services Consortium of S.F., Inc.
249-92/93	Social Services	Wright Marketing, Inc. DBA National Homecare Systems
250-92/93	Mayor's Office	Private Industry Council

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARY IS FROM THE  
DEPARTMENT OF PUBLIC HEALTH WITH SHORT/DOYLE FUNDING:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
251-92/93	Public Health	Edgewood Children's Center

Action: Adopt staff report; notify the offices of the Controller  
and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1243-92 Classification of positions in various City departments.  
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Social Services	1	1822 Administrative Analyst (Sch. 58.5 \$1588B1927)	Same
Public Health/ SFGHMC	2	2305 Psychiatric Technician (Sch. 54.2 \$1291B1565)	Same
	9	2532 Paramedic (Sch. 60.2 \$1723B2094)	Same
	3	2322 Head Nurse (\$2242B2892)	Same
	2	2424 X-Ray Lab Aide (Sch. 51.8 \$1152B1394)	Same
	1	1440 Medical Transcriber Typist (Sch. 51.1 \$1114B1349)	Same
	1	1441 Senior Medical Transcriber Typist (Sch. 52.3 \$1180B1429)	Same
	3	1404 Clerk (Sch. 47.1 \$920B1114)	Same
	1	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	Same
	6	2494 Staff Radiologic Technologist (Sch. 57.0 \$1477B1791)	Same

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1245-92 Classification of various positions under express position classification program. (Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
S.F. Community College District	1	1426 Senior Clerk Typist	Same
	1	1844 Senior Management Assistant	Same
	1	8204 Institutional Police Officer	Same
Public Works	1	1242 Personnel Analyst	Same
	1	1404 Clerk	Same
	1	1410 Chief Clerk	Same
	2	1752 Senior Microphoto Technician	Same
	1	4321 Cashier II	Same
	1	5258 Senior Mechanical Engineer	Same
	2	5261 Architectural Assistant II	Same
	1	5266 Architectural Associate II	Same
	5	5268 Architect	Same
	1	5270 Senior Architect	Same
	1	5280 Planner III	Same
	1	5364 Civil Engineering Associate I	Same
	1	6139 Senior Industrial Hygienist	Same
	1	6333 Senior Building Inspector	Same
	1	7238 Electrician Supervisor I	Same



CLASSIFICATION MATTERS (cont.)

1245-92 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
	Public Works (cont.)	1	8139 Industrial Injury Investigator	Same

Action: Adopt staff report.

1247-92 Abolishment of 116 obsolete classes, and deletion of 44 "A" classes.  
(Calendar Item No. L)

- Action:
1. Thirty-six (36) classes represented by SEIU over to the meeting of January 4, 1993 at the request of SEIU.
  2. Adopt balance of staff report. Abolish 81 classes listed in the staff report. Direct staff to administratively abolish 44 "A" classes.

1249-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. M)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
252-92/93	Public Works	ESS Architects
253-92/93	Public Works	Beverly Prior Architects
254-92/93	Public Works	Levy Design Partners
255-92/93	Public Works	Mock/Wallace Architects
256-92/93	Public Works	Heller & Leake, Inc.
257-92/93	Public Works	Greson/Overstreet Architects
258-92/93	Public Works	Genseler & Associates, Architects
259-92/93	Public Works	Finger & Moy Architects

CLASSIFICATION MATTERS (cont.)

1249-92  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
260-92/93	Public Works	Joseph Chow & Assoc., Inc.
261-92/93	Public Works	Michael Willis & Associates

Action: Adopt staff report. Notify the office of the Controller and the Purchaser.

COMPENSATION MATTERS

2256-92 Proposed change in data collection schedule for miscellaneous employees for Fiscal Year 1993-94 Salary Survey. (Calendar Item No. F)

November 2, 1992: Off calendar at the request of staff.

Action: Conduct a single salary survey for miscellaneous employees for Fiscal Year 1993-94; report results of survey to the Civil Service Commission in March 1993 consistent with Charter Sections 8.400, 8.401 and 8.407.

2265-92 Proposed procedures to expedite processing of requests for appointments above the entrance rate - Salary Standardization Ordinance, Section VII.A.3. (Calendar Item No. H)

Action: Adopt staff report.

2271-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 7)

November 16, 1992: Over to the meeting of December 7, 1992 by Commission action.

Action:

1. Request for supervisory differential adjustments for the Public Utilities Commission over to the meeting of January 4, 1993 at request of staff.
2. Adopt balance of staff report; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

- 2273-92 Certification of pay and benefit provisions of Supervising Registered Nurse Memorandum of Understanding. (Calendar Item No. G)

November 16, 1992: Over to the meeting of December 7, 1992 at the request of staff.

Action: Off calendar at the request of the City Attorney's Office.

- 2282-92 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Keith Grout 1874 Senior Programmer Analyst	Controller	4	4
Frank Miller 1874 Senior Programmer Analyst	Controller	4	4
Sandra Hernandez 2235 Medical Director	Public Health	3	3
Matthew Magsanay 3417 Gardener	Recreation and Park	5	5
Gregory Weir 3212 Swimming Instructor	Recreation and Park	5	5
Ronald K. Wong 5352 Electrical Engineering Assistant II	Airport	3	3
John Brassfield 5178 Assistant Superintendent, Property Conservation	Public Works	5	5
Edward Hernandez 2816 Chief, Records and Statistics	Public Health	4	4
Mary Cronin 5202 Junior Civil Engineer	Public Utilities Commission	2	2

Action: Adopt staff report.

### EXAMINATION MATTERS

3187-92 Appeal of background rejection for Class Q2 Police Officer by Daniel J. Marweg. (Calendar Item No. 9)

November 16, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Marweg's attorney.

Action: Off calendar; appeal withdrawn.

3197-92 Appeal of background rejection for Class Q2 Police Officer by Niall J. Brosnan. (Calendar Item No. 11)

October 19, 1992: Over to the meeting November 16, 1992 at Mr. Brosnan's request.

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Brosnan's request.

Action: Adopt staff report. Deny appeal of Niall J. Brosnan; sustain the decision of the Chief of Police.

3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 10)

November 2, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.

Action: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.

### IN-SERVICE MATTERS

6603-92 Approval of departmental affirmative action plans. (Calendar Item No. J)

Action: Adopt staff report.

1. Approve completed departmental affirmative action plans.
2. Notify departments that have not completed affirmative action plans to complete and submit them immediately.

IN-SERVICE MATTERS (cont.)

6741-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.  
(Calendar Item No. I)

- Action:
1. Requests for Exceptions to the Order of Layoff for the San Francisco Public Library over to the meeting of January 4, 1993 at the request of Local 790.
  2. Adopt balance of staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 7, 1992

APPEAL OF AUTOMATIC RESIGNATION

Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92. (Calendar Item No. 14)

October 19, 1992: Over to the meeting of November 16, 1992 at Ms. Bell's request.

November 16, 1992: Over to the meeting of December 7, 1992 at the joint request of the Recreation and Park Department and Local 790.

Action: Over to the meeting of February 1, 1993 at the joint request of the Recreation and Park Department and Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92. (Calendar Item No. 17)

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

Action: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Walter Corbin, 1924 Materials and Supplies Supervisor, 4/CPE-4, Juvenile Probation Department, Administration Office, 11/17/92. (Calendar Item No. 18)

Action: Over to the meeting of January 4, 1993 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Lenward Crease, 2716 Custodial Assistant Supervisor, 6/HOP-1, Juvenile Probation Department, Administration Office, 11/13/92. (Calendar Item No. 13)

Action: Over to the meeting of January 4, 1993 at the request of Local 790. Mr. Crease has agreed to the stipulation that he is ineligible for backpay in the event the Commission rules in his favor.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gurmail Deol, 2302 Certified Nursing Assistant, 15/E-339, Department of Public Health, Laguna Honda Hospital, 11/4/92. (Calendar Item No. 19)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work-related experience in a hospital outside the City and County service.

DISMISSAL OF PERMANENT EMPLOYEE

Roger D. Johnson, 7381 Automotive Mechanic, 1/E-8, Purchasing Department, 11/12/92. (Calendar Item No. 21)

Action: Not to be employed again by the Purchasing Department.

APPEAL OF AUTOMATIC RESIGNATION

Eduardo C. Manuel, 1220 Payroll Clerk, 70/CPE-1, San Francisco Unified School District, 10/9/92. (Calendar Item No. 15)

Action: Over to the meeting of January 4, 1993 at the request of Local 790.



RESIGNATION - SERVICES UNSATISFACTORY

Lola Pettit, 2494 Staff Radiologic Technologist, 16/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 10/14/92. (Calendar Item No. 20)

Action: Over to the meeting of January 4, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mark Voelker, H2 Firefighter, 299/E-29, San Francisco Fire Department, Bureau of Training, 8/5/92. (Calendar Item No. 16)

October 5, 1992: Over to the meeting of November 2, 1992 at the request of Mr. Voelker's attorney.

November 2, 1992: Over to the meeting of November 16, 1992 at the request of Mr. Voelker's attorney.

November 16, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Voelker's attorney.

Action: Dismiss from the City and County Service.

COMMISSIONERS NEW BUSINESS. (Calendar Item No. 22)

None.

GENERAL MANAGER'S REPORT. (Calendar Item No. 23)

Report given.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 24)

None.

ADJOURNMENT. (Calendar Item No. 25)

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12/14/92



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CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

# SPECIAL MEETING MINUTES

DECEMBER 14, 1992

WAR MEMORIAL AND PERFORMING ARTS CENTER

VETERANS BUILDING

GREEN ROOM - SECOND FLOOR

5:30 P.M.

## ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Rios  
Commissioner Uyehara

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Commissioner Donovan presided.

Cleo Donovan, President  
Emi R. Uyehara, Vice President  
Grant S. Mickins, Commissioner  
A. Lee Munson, Commissioner  
Juan Rios, Commissioner  
Albert C. Walker, General Manager, Personnel  
Carol M. Sam, Assistant Secretary



Civil Service 2000: Leading San Francisco Forward



3. The amendments to Rule 22 shall not apply to Uniformed members of the Police and Fire Departments, and to Airport Police Officers to the extent any impasse procedures required by Charter have not been exhausted. (Vote of 5 to 0.)
4. As to those employee organizations which have waived or completed meet and confer, Rule 22 shall be considered amended as of today, and its amended provisions shall be effective immediately. (Vote of 4 to 1: Commissioner Mickens dissents.)
5. The General Manager, Personnel is directed to report the results of the application of Rule 22 to the Civil Service Commission at the first meeting in July 1993. The General Manager, Personnel is also directed to prepare a letter to department heads encouraging them to give credit to employees who have taken Unpaid Time Off. (Vote of 5 to 0.)
6. The Civil Service Commission will send a letter to the Mayor requesting that he include himself, his staff and department heads in a furlough program.

#### INDIVIDUALS SPEAKING

Bobbie Brown  
A.F.C. Bravo  
James Bryant  
Dale Butler  
Samille Clark  
Denise D'Anne  
Jim Ferguson  
Alice Fialkin  
Edward Gazzano  
Bill Hester  
Joseph Hurley  
Dorothy Jaymes  
Mike Keys  
Ed Kinchley  
Ed Lieberman  
Bob McDonnell  
Josie Mooney  
David Novogrodsky  
Joyce Schon  
Paul Varacalli  
Don Vincent  
Marshall Walker III  
W. Zack  
Claire Zvanski











